**Risk Assessment: Festival Of Stars**

**Venue: Friesland Performing Arts Center.**

**Level of Risk:**
1 = Almost Impossible, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost Certain

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| **Hazard Description** | **Consequences** | **Level of Risk** | **Who is at Risk** | **Controls** | **Responsible** |  |
| Child Abduction/Assault/ Lost Children | Injury/Serious Injury/Death/Emergency | 2 | Child Performers | * All chaperoning Staff/volunteers are known to company and hold enhanced DBS checks
* Staff:Child ratio to not exceed 1:12
* Access to building is restricted while in use
* All staff and performers sign in/out
* Staff/volunteers to supervise children within the building at all times
* Children are chaperoned by their own parents at all times other than while performing on the stage or being held in our waiting area to perform.
 | Chaperones Faye QuinneySabrina LoosemooreLeanne WarrenMikayla WinfieldSam Curson |  |
| Unsafe Floor Surface including loose floor coverings (rugs, carpet, tiles etc) | Injury/Serious Injury/Death | 2 | All users | * Floor is inspected by staff before rehearsals/performance and remain vigilant throughout
* Any loose floor covering either removed, sufficiently weighted or taped down
 | Landau Forte StaffFaye Quinney |  |
| Unauthorised photography and recording | Breech of GDPR. | 3 | Child Performers | * All attendees are made aware no photography is allowed.
* Professional photographer in situ for photos of individual children
 | ChaperonesDance teachers and parents |  |
| Slips, Trips, Falls etc | Injury/Serious Injury/Death | 3 | All users | * Any known trip hazards (such as steps/low ceilings, loose auditorium seating, dressing room dividers) are pointed out to participants as they familiarise themselves with the venue
* All cables, loose material etc. to be properly weighted or taped down
* Children always accompanied
* Rehearsal to include how to move to/from stage
* Food & drink limited to restricted areas and chaperones to be observant in case of any spillages. Clean up to be arranges as soon as possible.
 | Faye Quinney |  |
|  Dance/Movement related injury | Minor to Major injuries | 3 | Child Performers | * Thorough warm up before performance
* Teachers able to correct technique before performance to reduce risk of injury
* Performers will be properly spaced during rehearsal
* Children encouraged to hold onto hand rails on stairs and walk up/down carefully and slowly
 | Faye Quinney |  |
| Excessive Noise | Hearing problemsRinging in ears Deafness | 1 | All Users | * Professional sound engineers and PA system
* Sound levels monitored
 | Sound engineers / Friesland school |  |
| Fire  | BurnSmoke InhalationDeath | 3  | All Users  | * Fire evacuation procedure briefed to all staff and participants
* All fire exits kept clear
* Venue operates a fire alarm system
 | Faye Quinney Friesland school |  |
| Moving Large Equipment | Collision. Minor injuries and strained muscles | 3 | All Staff | * Teachers wary of equipment always in relation to child performers
* More than one staff member required to move any heavy objects
 | Faye Quinney |  |
| Electrical Equipment  | Electrical fault resulting in injury, death | 2 | All users | * Only trained staff to use/touch electrical equipment
* Staff monitor drinks/water near equipment
* PAT tested equipment only
* Staff to evaluate equipment for possible faults
* Children not allowed near electrical equipment and are always supervised
 | Faye Quinney Friesland school |  |
| First Aid Incidents | Minor Injury/Serious Injury/Death/ | 3 | All Users  | * At First Aid Trained staff member on duty at all times
* First Aid Kits available & All chaperones aware of their whereabouts.
* Nearest A&E location known to organisers
 | First Aiders |  |
| Participants wearing unsuitable footwear | Slips, Trips, Minor injuries.  | 2 | Child Performers | * All children and parents aware of uniform requirements
* Some spare uniform/shoes available
* Rosin & anti slip spray available at the side of stage
 | Faye Quinney |  |
| Participants eating/drinking on stage or in dressing rooms/auditorium.  | Spillages/Crumbs create unsafe floor, which result in slips, trips and/or minor injuries | 4 | All Users | * Ask participants to report any spillages to staff
* Any liquid spillages are immediately mopped/wiped, and where appropriate a ‘wet sign’ is used
* Any food crumbs are swept away
* Where possible, recreation including food/liquid will take place away from stage/dressing room
 | All Staff |  |
| Nuts/ other allergens brought to venue | Allergic reactions/death | 3 | All Users | * Participants are asked not to bring anything containing nuts
* Foods containing allergens are removed from participant until the end of the day, or are eaten in alternative space
* Participants with severe allergies are told to bring Epi-pens
 | Faye Quinney |  |
| Kitchen in Green room (Kettle etc) | Burns, Scolds and other kitchen related injuries | 3 | All Users | * Staff to look for any faults and report them to the venue
* Staff to be given kitchen orientation on arrival
* Staff to be sure they are aware of how to use equipment (e.g. hot water tank) before doing so
* No child may use kitchen equipment
* Children always supervised
 | All Staff |
| Site Security | Locked in/out users  | 2 | All Users | * Arrival and leaving times to be closely monitored to allow access to, and exit from venue through locked doors
* Staff to check for any persons left in building upon locking up
 | All staff |
| Accidental/Malicious damage to venue/property | Damage to venue | 2 | All users | * All participants under the age of 18 are supervised to avoid damage to any damage accidental or otherwise to venue/property
* Any broken/damaged equipment reported to Premises team immediately
* All users reminded to be respectful of it of the venue and its facilities
* Any user who is not respectful of the venue or property will be asked to leave and banned
 | All staff |
| Falling equipment – stage lighting | Injury/Serious Injury/DeathDamage to equipment | 1 | performers | * Venue staff responsible for the suitable securing of any equipment.
 | Friesland School to check before hand. |
| Stage Tabs | Performers wrongly positioned at time of closing – risk of being engulfed in curtains or stuck infront of tabs. |  |  | * Keep up to apron as a precaution
* Ensure tab operators are aware of the performers position before moving tabs
* Ensure the performers are aware of when the tabs will be closed/opened and of a safe position on the stage
* Rehearse the opening and closing of tabs.
 | All staff |
| Changing  |  | 2 | performers | * Private changing facilities provided
* Parents to accompany any minor changing
 | Chaperones  |