**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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 Quinney  Sabrina Loosemoore  Leanne Warren  Mikayla Winfield  Sam 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 Staff  Faye 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 | Chaperones  Dance 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 problems  Ringing in ears  Deafness | 1 | All Users | * Professional sound engineers and PA system * Sound levels monitored | Sound engineers / Friesland school |  |
| Fire | Burn  Smoke Inhalation  Death | 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/Death  Damage 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 | |