

## First Act Arts Studio

<b>Hazard identified &amp; risks posed by them</b>	<b><u>Who may be affected</u></b>	<b><u>Severity</u></b>	<b><u>Likelihood</u></b>	<b><u>RRN</u></b>	<b><u>Control measures / comments</u></b>
Child protection	Students	2	1	2	All tutors who work with First Act Arts will be briefed on our Safeguarding & Child Protection Policy. They will also be enhanced DBS checked. All tutors will be experienced in working with children.  No child is released unless we can see they have been met by their parent/guardian. Policies on safeguarding and pickup are provided to parents upon booking.
Injury caused while moving around, entering or exiting the studio.	Students	2	1	2	A suitable number of staff available and on site to supervise arrival and dismissal, on top of ongoing classes.
Access to equipment - injury or breakage	Students & Tutors	1	1	1	The tutor is aware of the space and will speak to the class about the area in which they can use.  Tutors are aware this can vary from lesson to lesson, even if using the same space.
Students behaving inappropriately before or during the class - injury	Students	1	2	2	Tutors keep an eye on student activity to stop any inappropriate behaviour. Any continued dangerous or inappropriate behaviour is treated with a warning and may lead to removal from group if it does not improve.
Students overexerting during exercises/scenes	Students	1	2	2	Tutors are highly experienced at running and managing classes and workshops for the relevant age group and does not allow or attempt activities not suitable for them or their experience. Any child feeling unwell is given due care and attention immediately.
Injury from use of props in the class	Students	1	2	2	Members will be briefed on appropriate use of stage properties, with each individual being responsible for their own and they are strictly forbidden to play with other props.

Material could cause offence	Students	1	2	2	Written material will be sensitively selected by the tutor. With devised work, the students will be monitored to ensure one person's work does not cause offence to another.
Injury caused by contact with hazardous substances.	Students & Tutors	2	1	2	All cleaning products are kept locked away from students reach and only First Act members of staff are permitted to use cleaning products.
Tutor working alone	Tutors	2	1	2	The tutor will be supported by First Act Arts as much as possible. Should any student misbehave; the tutor must report this immediately to First Act who will deal with the students and parents directly to ensure the issue does not arise again. First Act will support the tutors where they can and any concerns should be raised by the tutors.
Student working alone	Students	2	2	4	Unsupervised students can lead to behaviours deemed dangerous or harming. Tutors will ensure they choose the students to use a separate room wisely. Any potential hazards will be removed from the room, including equipment that may cause injury. Tutors will ensure they are constantly checking in on the room to ensure everyone is safe. Any student causing a health and safety concern will be removed from the room.
Visiting Tutors	Students & Tutors	1	1	1	All visiting tutors to First Act are asked for their experience in working with children, plus their credentials are checked. All will have an enhanced DBS check in place or be on the update system.
First Aid	Students & Tutors	2	1	2	First Act will ensure that tutors are First Aid trained
Fire Safety	Students & Tutors	2	1	2	First Act will ensure that there is one fire-trained member of staff on site at all times.

## Risk Assessment Matrix

Likelihood x Severity = Risk Rating Number (RRN)

The likelihood of harm occurring may be rated as follows:

1	Low	Where harm will seldom or is unlikely to occur.
2	Medium	Where harm will often occur.
3	High	Where it is certain or near certain that harm will occur

Hazard is the potential to cause harm, including ill-health; damage to property, products, services, increased liabilities.

For guidance the severity of the hazard may be rated:

1	Minor	All other injuries or illnesses. Minor injury or ill-health no incapacity.	Minor property damage - no interruption of service.
2	Serious	Significant injury or ill-health causing short-term disability. Medical intervention necessary.	Moderate property damage - minimal interruption of service.
3	Major	Death or major injury (as defined by RIDDOR) or illness causing long-term disability.	Major property damage - loss of the building or department.

Risk Assessment Matrix			
Likelihood of the potential harm from the hazard being realised	Impact if hazard realised		
	Minor 1	Serious 2	Major 3
<b>Low - 1</b>	1	2	3
<b>Medium - 2</b>	2	4	6
<b>High - 3</b>	3	6	9

RRN	Risk Rating	Action To Reduce Rating
<b>1</b>	Low	<ul style="list-style-type: none"> <li>- No further action required</li> <li>- Constant monitoring and control of the situation</li> <li>- Full support given the staff and visiting tutors</li> </ul>
<b>2 to 4</b>	Medium	<ul style="list-style-type: none"> <li>- TYD Tutors will fully liaise to understand and make adjustment for specific needs</li> <li>- Any accident or injury will be reported and logged on an incident report form</li> <li>- All members to understand the importance of complying with rules</li> <li>- No inappropriate or unruly behaviour will be tolerated</li> <li>- Further First Aid training may be required</li> </ul>
<b>5 to 9</b>	High	<ul style="list-style-type: none"> <li>- First Act Tutors will identify danger and/or be guided on how to proceed</li> <li>- Any injuries or accidents will be reported to staff, logged in the incident report forms and shared with parents/guardians as soon as possible.</li> <li>- Further Risk Assessments may be necessary throughout the year to mitigate potential severe hazards unknown to us at the time of compiling this assessment.</li> </ul>