

TYD Risk Assessment

Activity: Youth theatre classes for ages 5-22, including performances onsite and in other theatres.

Date of current assessment: August 2023.



Hazards identified & risks posed by them	Who may be affected & how	Severity	Likelihood	RRN	Control measures/comments
Child protection	TYD Members	2	1	2	<p>All tutors who work with TYD will be briefed on our Child Protection Policy. They will also be enhanced DBS checked. All tutors will be experienced in working with children.</p> <p>Parents/guardians of children under 11 are invited to pick their children up from outside the building after class. No child is released unless we can see they have been met by their parent/guardian.</p> <p>Parents/guardians of children over 11 are invited to wait in the car park. Any child who knows their parent/guardian is running late waits in the building until they arrive. Parents/guardians agree to letting us know if they are running late so we don't release the children before they have arrived. Full agreement is gained by the parents/guardians prior to booking on where to pick their children up from. Our terms specify no child should wait for their parents in any area</p>

					other than the house or the gardens. This includes the upper and lower car parks. Under no circumstances must students exit the grounds to meet their parents/guardians.
On site access during workshops which may result in Members and Staff being at risk	TYD Members, TYD Tutors, Visiting Tutors & Guests	3	1	3	The grounds are private property and notices are in place not allowing unauthorised access during TYD activities. However, the grounds are extensive and there are several access points to the grounds and building. TYD employ onsite security to monitor any suspicious behaviour while members are present.
First Aid	TYD Members, TYD Tutors, Visiting Tutors & Guests	2	1	2	The nature of the classes can be quite active. There is always at least one qualified first aider present during classes and workshops. There is first aid equipment in the building, and an AED which our first aider is trained to use.
Members overexerting during exercises/scenes	TYD Members	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 giving due care and attention immediately.
Members behaving inappropriately before or during the class which may result in an injury	TYD Members	1	2	2	Tutors keep an eye on student activity to stop any inappropriate behaviour. Our onsite security ensures behaviour is also monitored during breaks. Any continued dangerous or

					inappropriate behaviour is treated with a warning and may lead to expulsion if it does not approve.
Injury from use of props in the class	TYD Members	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.
Access to stage and equipment which may cause an injury or damage to property	TYD Members, TYD Tutors, Visiting Tutors & Guests	1	1	1	<p>During the majority of the year, members do not have access to the stage, backstage or auditorium areas unless under the complete supervision of a TYD tutor.</p> <p>During certain times – such as when a production or presentation is taking place – students are given more access but staff and crew are with them at all times.</p>
Risk of falls from stage or set during usage	TYD Members & TYD Tutors	2	1	2	<p>The stage at TYD is virtually flat to the ground so the risk of major injury is minimal. No sets or steps are accessed without prior permission of the stage construction crew to ensure they are safe to use.</p> <p>Members will be briefed on appropriate use of staging and they will never be left alone with or on sets or staging areas.</p>

Visiting Tutors	TYD Members & Visiting Tutors	1	1	1	All visiting tutors to TYD 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. TYD Staff & Tutors remain present during workshops by guest or visiting tutors both for the protection of the members and the visiting tutor. Full support is given if a member becomes unruly or uncooperative.
Working in other spaces and potential hazards	TYD Members, TYD Tutors, TYD Crew, TYD Staff, Visiting Tutors & Guests	2	1	2	All TYD staff, crew and tutors are fully briefed by the theatre/venue in terms of their operational policies. This information is passed on to the members on arrival. Children aged under 16, have chaperones in place to ensure their safety in the space and no member is left unattended at any time.
Conclusion (are the control measures adequate?)					
Yes, with the possible exception of ensuring another member of staff is trained in first aid in the event of absences.					
Further Action Needed					
First Aid Training Refresher Course	Deadline/Date Due July 2023	Responsibility MB			

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 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
Low	1	1	2	3
Medium	2	2	4	6
High	3	3	6	9

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