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| **Activity:** *Darlington School Games Dance Festival* | | **Site:** *Hippodrome Theatre* | | |
| **People at Risk:*****Participants in Festival including children and young people as well as workshop leaders and accompanying staff. Audience members.*** | | **Additional Information:** | | |
| **Contact Person**: Debbie Harbin 07851235807, Aly Raw, 07734603909, **Job Title:** Teacher/ Event Coordinator  **Date:** 24/02/20 | | | | **Review Date:** February 2021 |

**Risk Evaluation**

| **Hazard** | **Risk** | **Initial Rating**  **(L, M, H,)** | **Existing Control Measures** | **Final Rating**  **(L, M, H,)** | **Additional Action Required (action by whom and completion date)** |
| --- | --- | --- | --- | --- | --- |
| *Access Points* | *Trips and Falls* | *L* | *All staff trained and follow the safe methods provided and apply the main onsite risk management to all practice. We also ask participants to report anything they deem a risk to health and safety. Site Staff make regular checks. All props will be stored safely to avoid becoming trip hazards.* | ***L*** | ***Venue carries out periodic internal and external inspections of the site to confirm that the building structure, electrical wiring, floor surfaces, stair rails and stairs are sound and safe*** |
| *Lighting* | *Trips and Falls, and electrocution* | *L* | *There is sufficient lighting in and around the building and the dressing & workshop rooms, to ensure participants’ safety. Wires will be taped /covered by technical staff.* | ***L*** | ***Venue carries out periodic internal and external inspections of the site to confirm that the building structure, electrical wiring, floor surfaces, stair rails and stairs are sound and safe*** |
| *Building* | *Trips and Falls* | *L* | *Verbal briefing describing any known hazards which may be encountered.*  *Close supervision by group leaders maintaining the correct ratio of staff to pupils.*  *All parts of the building are kept in good repair.* | ***L*** | ***Venue carries out periodic internal and external inspections of the site to confirm that the building structure, electrical wiring, floor surfaces, stair rails and stairs are sound and safe*** |
| *Heating* | *Dehydration/Sprains and Strains* | *M* | *There are appropriate heating and ventilation systems available. Water is available. Accompanying staff to ensure groups are warmed up* | *L* | Accompanying staff to ensure their groups have adequate hydration |
| *Fire/emergency situation at host establishment* | *Fatality*  *Personal injury* | *H* | *Fire / emergency briefing will be given during the day to all groups. In the event of an evacuation participants will be escorted to the identified muster point by the Event Coordinator/Marshalls and site staff – a full and thorough fire and evacuation meeting point will be provided in the Health and Safety briefing to participants. Fire evacuation procedures will be highlighted to all attendees at beginning of performance.*  *The venue has a Fire Safety Risk Assessment in place* | ***L*** | ***Hippodrome Theatre has Fire Safety Risk Assessment in place*** |
| *Activity* | *Personal injury and collisions. Slips, trips, falls.* | *M* | *Tutors will be responsible for ensuring that groups warm up and cool down following their sessions. Space will be provided for this.*  *A rehearsal in space to familiarise with entrances and exits and risks.*    *Participants will be asked to wear appropriate clothing for their activity.* | ***L*** | Accompanying staff to ensure their charges are appropriately dressed and any medical issues are reported  Accompanying members of staff to have emergency contact details for all participants |
| *Safeguarding* | *Unauthorised adults and young people at event.* | *H* | *School groups to be accompanied at all times. Only School Staff allowed backstage/dressing rooms. Organisers to be supplied with list of accompanying staff prior to the event and ensure all are DBS checked with ID. The D Project to ensure DBS is provided by all D Project staff.*  *Confirmation of each group attending and their consent for participation, photos and videos for their groups.*  *Each school has their own register and is responsible for ensuring all participants have consent for participation, photos and videos.*  *During the evening event, it is classed as an open ticketed public event. Schools are requested to rendezvous with their group away from the Hippodrome and accompany their group to the Theatre* | ***M*** | ***No further action required*** |
| *Transport to and from venue and within/ between venues* | *Delay or breakdown of transport*  *Accident en route eg road traffic accident*  *Child protection – public places*  *Lost students/leaving someone behind*  *Journey – fall, weather conditions*  *Access/egress points*  *Walking between venues risk of slips trips and falls* | *M*  *H*  *M*  *M*  *H*  *M*  *M* | *Dynamic risk assessment to be carried out by school staff before and during transportation*  *Emergency school contact in place to relay information*  *Organisers contact information to inform of delay etc*  *Emergency recovery cover in place for transport*  *Adequate supervision and correct ratios of adult to children adhered to*  *Journey /walking route planned to avoid fast and dangerous roads and junctions where possible*  *Pupils briefed about the potential hazards* | ***L***  ***M***  ***M***  ***L***  ***M***  ***L***  ***M*** |  |