

ACTIVITY: Drama	DATE OF ASSESSMENT: 4.9.17	ASSESSMENT REVIEW DATE: 1.9.18
VENUE & ADDRESS: Fallibroome Academy, Priory Lane, Macclesfield, SK10 4AF		
NAME OF PERSON COMPLETING ASSESSMENT: Jade Angell		SIGNED:

Hazard	Who might be harmed and how?	What controls are already in place?	What further controls are needed?	Action by whom?	Action by when?	Done
Car park	Young people, volunteers and staff could suffer minor, serious or fatal injuries if struck by vehicles in car park or on Priory Lane. The car park is relatively flat. The car park is just off a road within a housing estate which can be busy. Young people, volunteers, staff, visitors could be put in a vulnerable position if approached by a stranger when outside.	<ul style="list-style-type: none"> Parents/Carers to accompany young people into the building (unless agreed otherwise) and sign in Everyone signs in and out Young people do not leave the building without their parent/carer (unless agreed otherwise) Young people are supervised at all times by staff and volunteers during the activity Mobile phone is charged and ready to use Up to date emergency contacts available FFL staff are first aid trained First aid kit is available and ready to use Group remain in the studio/performance hall during the activity 	<ul style="list-style-type: none"> Friends for Leisure staff are easily recognisable – blue hoody's 	Staff	Ongoing at every drama session	
Locked door (main door is kept locked)	Young people, volunteers or staff could become trapped in the building or outside of the building.	<ul style="list-style-type: none"> There is a push button located at the side of the door which staff can use to open the door Ian has a key to the building 	<ul style="list-style-type: none"> FFL staff have Ian's mobile number for emergencies Ian has the number for the caretakers, Sue and Jade 	Staff/Jude Theatre	Ongoing at every drama session	

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<p>Props and stacked chairs around the edge of the drama studio</p>	<p>Young people, staff and volunteers may be harmed if props or chairs fall.</p>	<ul style="list-style-type: none"> • Caretaker on radio and radio is checked by Ian at start of session • Staff room is kept open for staff to have access to a mainline phone • Group supervised in studio by staff and volunteers • Curtains covering hazards • Group know not to go behind curtains • Chairs are put to the side of the room when not in use • FFL staff and Jude Theatre staff look out for any risks/hazards and try to remove them as soon as possible • Staff to move chairs. Young people can move single chairs if they are capable of doing this. • Staff to only carry objects that they are capable of lifting. 	<ul style="list-style-type: none"> • Staff to young person ratio is 1:8 • Jude theatre staff and Friends for Leisure staff are both responsible for the group • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Member of staff to go in ambulance • Mobile phones charged and available to use • Up to date emergency contacts available • Any hazards/risks in the building are reported to Karen Fay (Fallibroome Academy) • Staff to ensure that if any young people are moving chairs that they are capable of doing this. If the young person is struggling they are asked not to continue. • Young people are made aware not to climb on stacked chairs. 	<p>Ian to check radios/Staff</p>	<p>Start of every session and ongoing throughout</p>	
<p>Walking around the school to go to the toilet</p>	<p>Young people and staff are vulnerable when by themselves in the corridors. There could be strangers around, or they could have an accident while alone.</p>	<ul style="list-style-type: none"> • Use toilets directly off the drama studio • Staff can be stood at the door of the toilets and visible by everyone • Up to date emergency contacts available • Staff to keep track of who has gone to the toilet and how long they have been 	<ul style="list-style-type: none"> • If there is a problem in the toilet, 2 staff/volunteers should go into the toilet to look for a young person (no one should go in the toilets alone to check someone is ok) • FFL staff are first aid trained • First aid kit is easily accessible • New young people are advised where the sessions are held 	<p>Staff/Jude Theatre staff/volunteers</p>	<p>Ongoing at every drama session</p>	

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		<ul style="list-style-type: none"> • The main entrance to the building is kept locked – only people with a key can enter the building (for example caretakers, other groups authorised by Fallibroome) • Caretaker around • Young people are accompanied to and from the studio by parent/carer (unless agreed otherwise) • Group remain together 	<ul style="list-style-type: none"> • FFL staff and Jude Theatre staff are made aware of any new young people or volunteers attending the sessions 			
Slips, trips and falls	Young people, staff and volunteers may be hurt if they fall over during the session	<ul style="list-style-type: none"> • There are some activities that involve moving around the room and running – these are always well-supervised and controlled. • The floor is even & semi-sprung • Floor is kept clear of hazards and clean • Staff are aware to look out for any hazards and remove them where possible • Visual check at the start of every session. 	<ul style="list-style-type: none"> • Friends for Leisure staff are first aid trained • First aid kit is easily accessible and ready to use • List of up to date emergency contacts available • Mobile is charged and ready to use • Any problems/hazards with the venue are reported to Karen Fay (Fallibroome Academy) 	Staff	Ongoing at every drama session	
Wires and electrical – for lighting etc	Young people, staff or volunteers could suffer from an electric shock or trip over the wires	<ul style="list-style-type: none"> • Area is kept tidy – no wires on the floor – and blocked by a chair • Electrical equipment is turned off • Activities take place away from the electrical equipment • If Ian is using any electrical equipment he will ensure it is fit for use 	<ul style="list-style-type: none"> • Friends for Leisure staff are first aid trained • First aid kit is easily accessible and ready to use • List of up to date emergency contacts available • Mobile is charged and ready to use • Any problems/hazards with the venue are reported to Karen Fay 	Staff	Ongoing at every drama session	

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			(Fallibroome Academy) <ul style="list-style-type: none"> • Young people know not to touch the electrical equipment • Staff to supervise the group and ensure no-one is touching equipment that they shouldn't be 			
The drama studio sometimes has uneven, strobe or dim lighting	Young people, staff or volunteers could be injured if they can't see what they are doing or any hazards in the room.	<ul style="list-style-type: none"> • Ian has control of the lights • Lights are switched on • Staff are aware of anybody with a visual impairment 	No further action required	Staff	Ongoing at every drama session	
Individuals	Young people and volunteers may have needs that require extra support or behaviour that requires more supervision	<ul style="list-style-type: none"> • Young people and FFL volunteers are assessed before coming to an activity and staff are aware of any potential problems • Up to date emergency contact available • Session leader is advised if a new young person is attending for the first time • P.A's are welcome at our activities to support an individual young person • Parents/Carers may be asked to stay to support their child if the child needs more supervision 	<ul style="list-style-type: none"> • Staff to young person ratio is 1:8 • Jude theatre staff and Friends for Leisure staff are both responsible for the group • Extra staff may be asked to attend if necessary • Individual risk assessments will be put in place for individual young people if required. • Volunteers may be asked to support a young person during a drama session 	Staff	Ongoing for every session	
Young person, volunteer or	Person who is ill, volunteers and other young people may be left alone or	<ul style="list-style-type: none"> • Up to date emergency contacts available • Each person is assessed and staff are aware of any health 	<ul style="list-style-type: none"> • Drinks available (water is available from staff room) • Mobile is charged and ready to use 	Staff	Ongoing at every drama session	

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member of staff is injured or ill	unsupervised	problems they may already have <ul style="list-style-type: none"> • Ian and at least 1 FFL staff member at each session • Ian, Laura and Jayne (Jude Theatre Staff) are DBS checked 	<ul style="list-style-type: none"> • Member of staff to go in ambulance • FFL staff and Jude Theatre staff are both responsible for the group • FFL staff are first aid trained • First aid kit is easily accessible and ready to use 			
Young people run off	Young people could suffer injuries or be harmed if they run off. Volunteers, staff and visitors could also be injured by young people running off if they run after them or if they get banged into, for example.	<ul style="list-style-type: none"> • Young people sign in/out • Young people are known and assessed before activity • Staff are aware of any young people who are likely to run off • Personal profiles in folder 	<ul style="list-style-type: none"> • Min. 2 members of FFL staff at activity • Staff to young person ratio is 1:8 • Young people well supervised and engaged • Make volunteers aware of any young people who may run off on the activity plan • Up-to-date emergency contact list is available for all • Mobile phone is charged and ready for use • Staff to keep a mobile on them incase young person runs off • FFL staff are first aid trained • First aid kit is easily accessible and ready to use • Any risks acknowledged on the activity plan 	Staff and volunteers	Ongoing at every drama	
Fire & electrical equipment (CD players, sound & lighting equipment)	Young people, staff, volunteers, visitors could suffer from smoke inhalation, burns or shocks from fire or faulty electrical equipment.	Staff are aware of: <ul style="list-style-type: none"> • Fire doors • Fire exits highlighted • Fire extinguishers • Assembly point (car park) • Wheelchair access • In studio 5 there is a fire exit in 	<ul style="list-style-type: none"> • Make sure everyone signs in & out at every session • List of up to date emergency contact numbers are available • Mobile is charged and ready to use • Member of staff to go in 	Staff (Ian & Sue)	Ongoing at every drama session	

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		the room	ambulance <ul style="list-style-type: none"> • Jude Theatre staff and FFL staff are responsible for the group • Be aware of hazards when using electrical equipment • Fire exits are kept clear at all times • When new young people start at drama it is explained to them about the fire procedures • First aid kit is available and ready to use • FFL staff are first aid trained • Ensure staff are aware where fire equipment is stored • If there is a bomb threat, FFL staff will follow the fire and bomb procedure • Once outside lead member of staff to conduct a headcount 			
Toilets	Young people, staff, volunteers could get locked in the toilet or hurt whilst unsupervised	<ul style="list-style-type: none"> • Staff to keep track of who has gone to the toilet and how long they have been • 2 staff (FFL and Jude Theatre)/volunteers to go into the toilet to look for young person 	No further action required	Staff	Ongoing at every session.	
Other groups using other studios/halls	Young people, volunteers, staff, other members from other groups could get confused and end up with the wrong group. Young people, volunteers, staff could	<ul style="list-style-type: none"> • Group remain together • Young people sign in and out • Young people arrive with parents and leave with parents (unless agreed otherwise with parent/carer) • Young people are supervised by staff and volunteers during the 	<ul style="list-style-type: none"> • Friends for Leisure staff easily recognisable • If there are any changes to which studio we are using Activity Coordinator will try to notify families as soon as possible • New young people/volunteers are made aware where the 	Staff/Jade	Ongoing at every session	

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	be harmed by another member of the public in the building.	activity <ul style="list-style-type: none"> • Mobile phones available and ready to use • Up to date emergency contacts for all • All attendees are made aware of the possibility of other users • Staff and volunteers keep an eye on young people at all time • Safe meeting place 	sessions are held			
Assistance dog (e.g. Fleur)	Young people, volunteers or staff could have allergies or phobias of dogs. If Fleur was to come off her lead she could bite someone or it could lead to accidents e.g. tripping someone up.	<ul style="list-style-type: none"> • Jade has emailed all young people and staff that currently attend the sessions to check allergies and phobias • Jade has emailed all young people and staff to ask that they do not acknowledge Fleur (without asking volunteer first) • Fleur (assistance dog) is attached to volunteers wheelchair • Fleur is well trained and will be attached to the volunteer's wheelchair 	<ul style="list-style-type: none"> • Any new young people are asked about their phobias/allergies to dogs • Any new young are asked not to acknowledge/fuss Fleur without asking the volunteer • Staff to support any young people that are scared of dogs • FFL staff are first aid trained • First aid kit is easily accessible • Up to date emergency contacts available for all • Mobile is charged and ready to use • Young people are well supervised by staff and volunteers 	Staff	Ongoing at every session	
Not all volunteers are DBS checked	Not all the volunteers are DBS checked as it is a group setting	<ul style="list-style-type: none"> • Staff are aware which volunteers do and do not have a DBS check. • Staff ensure that none of the volunteers without a DBS check are left alone with a young person 	<ul style="list-style-type: none"> • No further action required 	Staff	Ongoing at every session	

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		<ul style="list-style-type: none"> FFL staff and Jude Theatre staff supervise the groups Group stay together where possible 				
<p>If staff cannot attend activity (low staff)</p>	<p>Young people, volunteers, other staff as not appropriately supervised</p>	<ul style="list-style-type: none"> Trustees will be asked to step up and act as a member of staff if we do not have staff to attend the activity There is a document available for trustees about the responsibilities this entails and what is expected Staff are aware that trustees are not DBS checked and therefore should not be left alone with young people. 	<ul style="list-style-type: none"> No further action required 	<p>Staff</p>	<p>Before and ongoing throughout activity</p>	

ADDITIONAL INFORMATION:

Organisation: Friends for Leisure

Name of Insurer: Markel

Expiry date: 31.3.19

Type of cover: Public & Products £10 million, Professional Liability £1 million and Management Liability £250,000

Policy number: A66927/0418

Organisation: Jude Theatre Company

Name of Insurer: Hiscox Insurance Company Limited

Expiry date: 07.01.2019

Type of cover: Employers Liability no less than £5million, includes public liability.

Policy Number: STM1/0756

Notes:

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<p>28th February 2017 – reporting to Karen Fay that there were many obstacles in the hall which made it difficult for wheelchair users to get around the building. This is a fire hazard.</p>						