

Risk assessment - Main Document

Company name: Big Burns Supper

Assessment carried out by: King Dalby

Area of Assessment: Schools

Date assessment was carried out: 2nd September 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?
Manual Handling Lifting and carrying large or heavy items	Staff and volunteers may be harmed by carrying heavy items causing back pain, strain and bruising.	Staff work in pairs or teams to help with moving and lifting. Volunteers are not yet working onsite.	<ul style="list-style-type: none"> • Heavy Lifting training is recommended for Staff
Slips, Trips and Falls	Staff, Participants and Volunteers may be harmed by tripping over objects on the floor, slipping on spillages or falls from working at height causing bruising, fractures and sprains.	Floors are kept clear, no items to be left on walkways, spillages get mopped up immediately.	<ul style="list-style-type: none"> • Designated storage areas for Participants and volunteers items • Practitioners should check space for hazards at the start of session and report any found. • spaces to be returned to their original state at the end of sessions.
Sprains, Strains and	Staff and Participants can be injured from excessive movement.	Movement based classes will start with suitable warm ups and cool downs.	

Movement Injuries		Floors are checked each morning for trip hazards. Participants are asked to wear appropriate footwear and clothing for their classes. Movement and classes will be monitored by Practitioner and Staff.	
Exhaustion	Staff, Volunteers and Participants can become exhausted, increasing risk of accidents such as slips, trips and falls.	All staff, volunteers and participants are told to take regular breaks. Food and drinks are provided on site for all.	
Fire	All people in space, if trapped, could suffer from smoke inhalation, burns or death.	Fire risk assessment done. Evacuation procedure practiced. Register to be taken at the start of session by practitioner and handed to fire marshal.	
Electrics	Staff, participants and Volunteers can be injured by faulty electronic equipment. Faults also increase fire risk.	Plugged items on site are PAT tested or monitored by the user. Every morning, the staff to check over space for any faults, with any found to be reported.	
Threatening Behaviour or Violence	Staff, Participants and Volunteers can be at risk of abusive language from members of the public and other Participants.	Staff are told to ask for help if dealing with an abusive member of the public. Main gate is kept shut for periods of time and staff work relatively out of sight of the public. Access Needs are requested on registration forms.	<ul style="list-style-type: none"> • Train certain staff to manage complaints • Staff to Participant number management - at least 2 staff members to help manage behaviour
Chemical Contact	Staff are exposed to cleaning agents during COVID safety procedures, and may suffer skin and eye	Chemicals which come into contact with skin are low risk.	<ul style="list-style-type: none"> •

	irritation. Workshop chemicals may have vapors which affect breathing.		
Stress	Staff will suffer from stress due to the nature of work.	Staff are told to not work outside of office hours unless necessary. Regular breaks are recommended.	<ul style="list-style-type: none"> Line manager to check up on staff and staff to flag up any issues with manager.
Working at Height (working above floor level)	Staff may need to work at height for certain projects, which has risks of falls (See Trips, Slips and Falls).	Staff and Volunteers work in teams when WAH is required to aid in stability.	<ul style="list-style-type: none"> Limit need for working at height
COVID Exposure	All on site are at risk of COVID exposure, increasing the chance of contracting the virus.	<p>Stations are sanitised every morning and night.</p> <p>Masks worn around the public.</p> <p>People with illness or symptoms recommended to stay at home, as per government guidelines.</p> <p>Staff are receiving vaccinations from the NHS.</p> <p>Participants and Volunteers are asked to complete COVID Safety Test prior to entry.</p> <p>Notebooks, pens and other Participant tools should be brought from home and kept one item to one person.</p> <p>Staff are to take regular COVID tests over Amazing Summer.</p>	<ul style="list-style-type: none"> See COVID procedures and policy
Contact with hot liquids Hot Glue, Tea, Coffee, Boiling Water	Staff, Participants and Volunteers are at risk of contact with hot substances. Contact can cause burns.	<p>Only experienced staff are currently using glue guns.</p> <p>The Kettle is kept away from busy areas.</p> <p>Participants and Volunteers are not yet on site.</p>	<ul style="list-style-type: none"> No go areas for children to minimise the risk of possible incidents.
Sharps Scissors, needles,	Staff, Participants and Volunteers are at risk of injury by sharps. Sharps	Only certain staff members have access to sharp tools.	<ul style="list-style-type: none"> Sharps Bin designated and

seam rippers, broken glass	can cause cuts and become impaled within the skin.	Breakable items on site are limited. All participants will be supervised and only designated appropriate tools.	accessible to staff <ul style="list-style-type: none"> Participants to be monitored during use
Working Alone	Staff are at increased risk of injury and illness when working alone.	Time spent fully alone is limited.	
Children Safeguarding Photography permissions, disclosure	Child Participants are at risk of identity exposure. Staff and Leaders are at risk of accusations and legal difficulties.	Legal Guardians must sign to prove permission for the child to take part in sessions. LG must provide permission for photography and permission for images to be shared on social media. Practitioners must complete a disclosure check. Only an approved photographer is allowed.	<ul style="list-style-type: none">
Equipment	Child Participants can injure themselves using equipment.	Ample space is provided for movement. Child Participants are not to touch large equipment. Staff supervise activity with equipment.	<ul style="list-style-type: none"> Limit access to equipment
Body Fluids	Children can produce a lot of body fluid, which increases risk of slips and falls, and spread of illness. Fluids can include blood from injuries, vomit and urine.	Government guidelines recommend people who are ill stay at home. Ill Participants and Staff are to sit aside and go home. Spills are to be mopped up immediately, and Participants and Staff are to avoid the area. All Staff have completed a level of First Aid or First Aid Awareness training.	
Illnesses	Children can become ill, increasing risk of other Participants and staff becoming ill.	Current Government guidance tells those feeling unwell to stay at home. Child Participants who become ill are to be separated from the	

		group and parents/guardians are contacted. A First Aider is on site. All Staff have completed a level of First Aid or First Aid Awareness training.	
Missing Child	Child Participant may go missing during class meaning their location is unknown to us.	Limiting Numbers to ensure leaders and staff to effectively monitor all Child Participants. Contact family if a participant goes missing.	<ul style="list-style-type: none"> • Buddy System when travelling between Hub and Site and Toilets • Have a member of staff at front desk to monitor entry/exit.
Non-attendance	Child Participant may not attend class meaning their location is unknown to us.	Sign up form requires contact information of Parent/Guardian and agreement that Child Participant attends all classes. Register to be taken at the start of each class.	<ul style="list-style-type: none"> • Parents should be informed how to contact us if Child Participant is not attending class
Missing Parent	Parent/Guardian may not arrive to collect child Participant	Sign up form requires contact information of Parent/Guardian	<ul style="list-style-type: none"> • Request contact information of an approved parent/guardian
Unregistered Guardian	An adult who does not have permission may try to collect child Participant, putting child Participant in danger.	Sign Up form requires contact information of parent/guardian	<ul style="list-style-type: none"> • Request names of approved parents/guardians • Have staff be critical of guardians • Sign out sheet for Child Participants
Distressed Child	Child Participants may become upset, distressed or have a meltdown. This could increase risk of violence, puking and distressing	Access needs are included in the Registration form. Staff are on hand to assist programs and can monitor Participants moods or groups while the Child is being comforted.	<ul style="list-style-type: none"> • Designate a quiet space for children to cool off

	other Child Participants, Staff and Volunteers.		
Disability Aids Disability aids must be protected	Damage to disability aids can cause harm to the user or cause distress	Site has ample space for social distancing and use of disability aids. Designated storage spaces are not within active spaces.	
Dietary Requirements Allergies + Intolerances	Allergens can cause reactions which include rashes, swelling and difficulty breathing. Child Participants are at risk during Breakfast Club and Lunch.	Registration form asks for Dietary requirements, including allergies. Alternative food will be supplied. For severe allergies, warn all in Hub to not bring allergens into the space.	
Fussy Eater Child may not wish to eat food provided	Child may become hungry, increasing chance of becoming upset.	Registration requests information on diet needs. Options for food are provided.	
Dehydration	Excessive Movement, heat and long hours can cause dehydration in Staff, Volunteers and Participants. Those over the age of 12 also must wear a mask which can increase body heat.	Air Conditioning will be turned on, and windows and fans will be used to increase air flow (as part of COVID procedures). Water bottle refilling is available in the Hub. Participants have been told to wear suitable and breathable clothing for the classes. Juice and water is provided during Breakfast Club/Free Lunch for Child Participants. Tea, coffee and juice is available for Staff and Volunteers.	
Make Up Allergens + Illness spread	Allergens can cause reactions which include rashes, swelling and difficulty breathing. Child Participants are at risk. Tools can carry pathogens which	Registration requests information on allergies. Hand Sanitiser and Hand and Surface wipes are available on site.	

	increase chance of illness spreading between users.		
Lighting Flashing lights, Strobe effects	Lighting Effects can trigger seizures and migraines in Staff, Volunteers and Participants	Medical needs are requested in the registration form.	<ul style="list-style-type: none"> • Limit use of lighting effects
Movement Collision	Children may collide with other staff, Participants or equipment.	<p>Ample space for social distancing and movement is available. Space is chosen based on group size.</p> <p>Equipment is kept out of walkways and performance spaces as much as possible.</p> <p>Staff and leaders should monitor Child Participants at all times to warn of spacing issues.</p>	
Food Handling	Child Participants using the Breakfast Club/Free Lunch may be at risk of food contamination.	It is planned that sandwiches are to be made up and handled by a certified food service company.	<ul style="list-style-type: none"> • Suitable storage for food to be designated
Toilets	Toilet spaces have increased spillage risks, increasing risk for slips, trips and falls for Staff and Participants.	The Accessible, single stall toilet has been designated for use by Child Participants. Spills and mess is to be cleaned up by staff promptly.	<ul style="list-style-type: none"> • Staff escort Child Participants to the toilet door and wait nearby to bring the Child Participant back to the space
Travel to stages (locations outside of Creative Hub)	If Out of Hub spaces are used, Participants may have to move from the Hub to the Site. This increases risk of Child Participants becoming missing during the program.	<p>Reduced need for Hub to Site travel.</p> <p>Requesting Parents and Guardians drop off Child Participants at off-site stages.</p>	<ul style="list-style-type: none"> • Buddy System for travelling • Have additional staff or volunteers helping the group move from Hub to Site



Highlighted Sections are identified as key risks by the Program Leader and Trainee Producers.

Program Leader:

Program Assistant(s):

First Aider: Assistants have completed an online Paediatric First Aid Awareness course by July 5th.