

Event Risk Assessment Form

Risk Assessment Guidelines

To help ensure the safety of all project participants, A New Direction requires Risk Assessments to be carried out. For more information on relevant legislation, please request a copy of A New Direction's Health and Safety policy.

Assessment means:

Assessing the risk of a hazard to an employees' health and safety which may occur in carrying out any work activity and identifying the actions necessary to either entirely remove the risk of that hazard occurring or to minimise it.

A Hazard means:

A potential danger or source of harm to persons.

Likelihood is a measure or estimate of the probability of an event occurring.

The Objective of risk assessment is to ensure that those actions necessary to minimise or remove entirely any risk to an employee's health or safety in carrying out activities are identified and taken.

Priority of Assessment

As all work activities need to be assessed a list of priorities may be necessary to determine the order in which assessments may be carried out. In constructing such a list regard may be had to the degree of potential harm which may be caused by a particular hazard and the number of persons which can be exposed to that risk.

Carrying out a Risk Assessment

1. Identify the **Hazards** which;
 - Are related to any particular work operation
 - Classify the degree of **Harm** which could be caused by the **Hazards** on a scale between 1 - 5.

The following table may be used for this purpose. The table takes account of the degree of **Harm** which could occur due hazards:

Harm	1	2	3	4	5
	Slight / Superficial	Moderate	Severe	Permanent	
	FULL RECOVERY EXPECTED			FATAL /	
	Minimum Disruption To Normal Activities	Return To Normal Activities Expected within Days	Return to Normal Activities Expected within Weeks	Return To Normal Activities Expected to be Protracted	PERMANENT DISABILITY

2. Estimate the **Likelihood** of the degree of harm occurring, again on a scale between 1-5.

Likelihood	1	2	3	4	5
	Extremely Unlikely	Unlikely	Likely	Very Likely	Extremely Likely

3. Quantify the **risks**

Risk = Harm X Likelihood

Example: If the most serious **Harm** = 5

and the **Likelihood** of it occurring= 5

then the **Risk** (5 x 5) = 25

This number represents the highest or maximum risk factor for each hazard identified in the work activity.

The resulting risks can be expressed as follows: -

Risk	1 - 5	10	15	20	25
	Very Low	Low	Moderate	High	Very High

The actions which can be taken may take the form of: -

- Immediate cessation of an activity if the risk is very high and no safe alternative is available
- The introduction of safe working procedures
- Training in safe working procedures
- Changing the material or chemical used or the procedure for its use
- The use of protective clothing
- Provide guarding

This list is not exhaustive and any further guidance required can be sort after by the Facilities and Resources Manager, or your line manager.

4 Follow up work

Once actions are identified it is the Facilities and Resources Manager and line management’s duty to ensure their implementation and the monitoring of their continued effectiveness.

Any changes in a work activity will require a review of the assessment.

Regulations require that a **record** of risk assessments should be made. The attached form can be used for this purpose.

Event Risk Assessment Form

Event Name:	I'm Amazing, You're Amazing	Date and Time:	Tuesday 12 th March 11am – 12:30pm	Venue and Rooms:	Sadler's Wells Mezzanine Level	Lead Contact and Staff Present:	Beth Robertson Lynne Brackley (freelance) George Murphy (freelance) Corinne Micallef Georgina Walters Ross Hunter Merve Sulan Chloe Randall
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DETAILS OF EVENT

I'm Amazing, You're Amazing is an event curated and delivered by the Cultural Ambassadors. They will be delivering 4 creative zones:

- Move and Grove (a movement zone using music and props)
- Fabulous Flowers (a crafting activity)
- Poetry Zone (exploring spoken word)
- Quiet Zone (a sensory break out space)

Number of people:

approx. 50 people over the course of the morning

Who are they (age/ability/pronouns/friends/particular persons of interest etc)

- Post-16 students from SEND settings and AFK service users
- Professionals working in the cultural sector

What activities (tech/equipment needed/loud/messy)

- Move and Grove – speakers needed, potentially loud, props used
- Fabulous Flowers – using pritt stick, pipe cleaners, card, beads and pens. Potentially a bit messy
- Quiet zone – soft furnishings, potentially a black out tent, props
- Poetry zone – potentially a small plinth and microphone

How long (set-up/duration/clean down)

- 9am - 11am: Set up
- 11am: Post-16 students arrive
- 11:45am: Cultural professionals arrive
- 12:30pm: Finish
- 12:30pm – 3pm: Pack down

Food/Dietary:

Teas and coffees.

Potential complications (extra staff needed/carers/access support): Students with a range of access needs will be attending this event. There will be a mix of adults and young people participating in activities.

How many rooms needed (overspill potential?): Working across 4 different spaces

Activity / Area of Concern ie: what is taking place as part of the event?	Hazards Identified ie: what can cause harm?	Persons at Risk ie: who could be harmed by the hazard?	Calculation of existing risk (Harm X Likelihood = Risk)			Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	Risk Acceptable (Y/N?)
			Harm	Likelihood	Risk		
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Staff, visitors, contractors	4	1	4	<ul style="list-style-type: none"> - Following Sadler's Wells Emergency Evacuation Procedures - Ensuring exits are kept clear - Keeping within capacities of the space - Every member of AND staff to have fully charged phone in case of emergency - 	
Emergency evacuation procedure for wheelchair users	Fire; Terrorist attack; Storm	Wheelchair users, children and young people with SEND	4	1	4	<ul style="list-style-type: none"> - Refuge areas clearly signposted - Only have the maximum number of wheelchair users in the space at any one time - Following Sadler's Wells Emergency Evacuation Procedures - Children and young people supported by staff from their school throughout their visit - Every member of AND staff to have fully charged phone in case of emergency - Every member of AND staff to be aware of Emergency Evacuation Procedures prior to activity starting - 	

First Aid	Minor injuries – insect bites, heat stroke, general accidents	Staff, visitors, contractors	2	2	4	<ul style="list-style-type: none"> - Qualified First Aider/s present for event (Beth Robertson, Jake Watson, Georgina Walters) - Taking place in open, public venue with first aiders on site - All students supported by staff from their school - Every member of AND staff to have fully charged phone in case of emergency - 	
Care of children	Lost children	Members of the public – children	2	1	2	<ul style="list-style-type: none"> - I Am staff clearly visible in pink I Am T-shirts - Entrance of Sadler’s Wells used as a muster point - All children and young people to be supervised by school staff throughout their visit - Every member of AND staff to have fully charged phone to communicate if there is a lost child - Sadler’s Wells team informed immediately if a child goes missing 	
Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	3	1	3	<ul style="list-style-type: none"> - Identifying combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings/marquees, litter, vehicles, goods etc) & sources of oxygen & sources of ignition on the area being used and keeping them away from each other as much as possible - Checking that people including persons with disabilities who may be in the building/marquee/area can get out safely - Checking that people at risk know what to do if there is a fire - Ensuring there is adequate fire safety equipment according to the size/nature of the event & that it is maintained; & that suitably trained people are available to operate any fire extinguishers 	
Litter	Litter or other debris generated by event	(Complaints from) Members of the public or Sadler’s wells Team	1	3	3	<ul style="list-style-type: none"> - Ensure that adequate time is given for clear up at the end of event - Not using any materials within the space not permitted by Sadler's wells 	

Working with children and young people	Molestation / abduction	Children	4	2	8	<ul style="list-style-type: none"> - Children to be supervised at all times by school support staff - All contractors undergo Enhanced DBS check - Appropriate number of staff supporting space and a member of AND team always present in an activity space - Event only open to participants who have booked in advance - No member of AND staff, contractor or Cultural Ambassador to be left alone with a student - 	Y
Music	Noise pollution	Event attendees / Staff on site	1	3	3	<ul style="list-style-type: none"> - Ensure full compliance with all Noise/Music conditions of Sadler's Wells - Ask activity leaders to turn down music when necessary - Where possible, put noisier activities in a space that can be shut off from other activities 	Y
Movement based activities	Trips, slips and falls	Staff, visitors, contractors	3	2	6	<ul style="list-style-type: none"> - Space used for movement cleared of objects and trip hazards - Any spillages cleared up straight away - Wires cordoned off to avoid tripping 	Y
Craft activities	Choking	Staff, visitors and contractors	3	2	6	<ul style="list-style-type: none"> - Materials monitored by staff - First Aid trained members of staff in the space 	Y
Craft activities	Use of scissors	Staff, visitors and contractors	2	2	4	<ul style="list-style-type: none"> - Children's scissors used for activities - Use of scissors to be monitored by staff - Scissors to be counted at the beginning and end of the day 	Y
Craft activities	Mess	Staff, visitors and contractors	1	4	4	<ul style="list-style-type: none"> - Wipes available on craft tables - Hand washing sinks in space 	Y

Lots of people in space	Overwhelm	Staff, visitors and contractors	2	4	8	<ul style="list-style-type: none"> - Quieter spaces available - Ear defenders will be provided - Breakout space in First Circle available for Cultural Ambassadors usage 	Y
Hot drinks	Burns and scalds	Staff, visitors and contractors	3	3	9	<ul style="list-style-type: none"> - Hot drinks to be placed on tables - Hot items (urns etc) clearly labelled - Participants/Cultural Ambassadors supported to get hot drinks if needed 	

This Risk Assessment needs to be completed and shared with both Ben Harris, Facilities and Resources Manager and a Director for approval.

Name/Signature of person completing Risk Assessment: Beth Robertson



Date: 20/02/2024

Signature of approval – Felix Yoosefinejad, Facilities and Resources Manager:



Date: 20/02/24



Name and Signature of approval - Director:

Date: 20/2/24

Risk Assessment Date Approved: