

Risk Assessment Amasing March 2018 StoryHouse

GENERIC BENEFITS - WHY ARE WE DOING THIS?	SPECIFIC OUTCOMES
To work collaboratively with educational establishments, arts specialists and schools, to enhance children's wellbeing, confidence, self-esteem and creativity through singing projects and performances.	Young people experience an environment they may never otherwise access To enhance learning of curriculum.

POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS AND/OR ACTIONS TO BE TAKEN BY
1 ENVIRONMENTAL ISSUES e.g. Weather,	<ul style="list-style-type: none"> • <i>Weather forecast checked where appropriate</i> • <i>Activities programme amended where necessary</i> 	Activities are all indoor the theatre. Schools will ensure children come with coats etc for journey.
2 TRANSPORT e.g. vehicles, drivers, arrival and departure of vehicles,	<ul style="list-style-type: none"> • <i>Driving hours limited, with back-up driver on long journeys</i> • <i>Seat Belts used at all times</i> • <i>Marshalling as group leaves coach, etc</i> • <i>Appropriate stops for eating and care</i> 	<ul style="list-style-type: none"> • Schools will be in charge of the children/ staff in their care for journey to Storyhouse. • Staff check seat belts are worn throughout the journey. • Staff to sit at rear of the bus and others evenly spaced throughout the coach. Teaching assistants evenly spaced out in between children

breakdowns	<p><i>arrangements en route</i></p> <ul style="list-style-type: none"> • <i>LA guidance on transport in private cars, booster seats, minibuses, and public transport followed.</i> 	<ul style="list-style-type: none"> • Staff stand at front of coach while children dismount. Member of staff remains on bus to check for lost belongings. • Children in groups supervised by adults at all times.
3 EQUIPMENT CLOTHING SUBSTANCES	<ul style="list-style-type: none"> • <i>All clothing appropriate to the activities and location, including the use of weatherproof clothing</i> • <i>Appropriate footwear worn</i> • <i>Special equipment checked</i> • <i>All equipment appropriate to the activities and location</i> 	<ul style="list-style-type: none"> • All children to wear jeans/ leggings and AmaSing T'shirts • School First aider responsible for sick bucket, first aid equipment. Storyhouse will have a qualified first aider on site too. • Each teacher to carry full class list with highlighted group responsible for. • Teachers carry inhalers and medication and are responsible for their own children in their care medical needs.
4 ACTIVITIES and PROCEDURES e.g. Programme of activities, down time etc	<ul style="list-style-type: none"> • <i>Detailed programme, including alternatives for bad weather</i> • <i>'Down time' arrangements</i> • <i>Adequate supervision at all times, with a duty rota in place</i> • <i>Agree standards of behaviour and conduct</i> • <i>Equipment suitable for activities and abilities of pupils</i> 	<ul style="list-style-type: none"> • Programme of events arranged by AmaSing- please see plan for day sheet • .School have responsibility for the behaviour and supervision of children in their care at all times!! • One member of staff responsible for supervising and organising toilet visits for a group of 5. Only employees to toilet children. • Behaviour and conduct expectations discussed prior to visit. Children will take part in discussions about keeping safe prior to the visit. They will be reminded regularly throughout the visit and all children will be supervised at all times,
5 SUPERVISION COMPETENCE DISCIPLINE	<ul style="list-style-type: none"> • <i>Prior assessment of leaders and helpers in relation to the visit, the pupils involved and the activities taking place</i> • <i>Supervision ratio to keep sufficient check on all the party- including accompanying children other than pupils</i> • <i>Code of conduct established and maintained</i> • <i>Adequate staffing numbers available</i> • <i>Appropriate voluntary helpers used and fully briefed on their responsibilities</i> • <i>Police check for helpers under the Child Protection Act</i> 	<ul style="list-style-type: none"> • Leaders meeting prior to visit, discuss activities and expectations. • Ratio 1:8. • School behaviour policy followed and reinforced during visit. • All staff/volunteers briefed prior to the visit. • All staff/volunteers DBS checked. • University students are DBS checked • University students who are stewards will have had the Storyhouse Steward training • Storyhouse staff are trained and meet their regulations. • No children will be left unattended at any point and will have constant supervision by their school staff.

<p>6 OVERALL PLANNING MONITORING AND CONTROL</p> <p>e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LA Approval via EVOLVE • Medical Arrangements • Parental Information • Research • Special Needs • Visits Abroad 	<ul style="list-style-type: none"> ▪ <i>Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out</i> ▪ <i>Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party</i> ▪ <i>Mobile telephone available for emergency use</i> ▪ <i>Established appropriate emergency contacts with schools and parents</i> ▪ <i>Critical incident procedure functions properly</i> ▪ <i>Set up effective communication procedures with the group</i> ▪ <i>Insurance cover checked and parents informed of the limits of cover provided</i> • <i>Prior approval via EVOLVE of adventurous activities, overseas visits and or residential visits</i> <i>All relevant medical information of all participants maintained</i> • <i>All appropriate medical arrangements, including first aid</i> • <i>Special potential health hazards associated with the site</i> • <i>Pre visit carried out</i> • <i>Full account taken of any special needs involved</i> 	<ul style="list-style-type: none"> • Fire precautions and procedures explained on arrival and are in line with Storyhouse Health and Safety policy. • Mobile phones and contact numbers to be carried by class teachers. • Teacher in charge to carry staff contact numbers. • Parental consent received from all children's parents prior to the visit. • SEN pupil's to be accompanied by an adult. • All medical information recorded including allergies and are teachers responsibility. • Teachers are responsible to check inhalers day before the visit and to carry for children. • If any specific needs AmaSing and Storyhouse must be informed prior to visit. • All permission slips with parental consent for children taking part in performances collected and held by AmaSing and the individual schools

SIGNED- RACHAEL BORMAN DIRECTOR OF AMASING