

Rehearsal Risk Assessment

Activity: Musical Theatre classes for all ages comprising of dance, acting, singing and craft culminating in a performance.

Date created: June 2023, revised annually

Hazards identified & risks posed by them	Who may be affected & how	Severity	Likelihood	RRN	Control measures/comments
Safeguarding	Cast	2	1	2	<p>All team members whom work with SMTC will be briefed on our Child Protection Policy. They will also be 2 x enhanced DBS checked employees/volunteers onsite whilst there are any children under 16 (there will always be a ratio of 1 to 6).</p> <p>If chaperones are required licensed ones will be used, again at a ratio of 1 to 6.</p> <p>The team members will be experienced in working with children, or supervised by someone whom is DBS checked at all times.</p> <p>Parents/Guardians to drop cast members at the relevant building and pick them up again. A team member of SMTC will be aware of the adult who is picking them up.</p> <p>Children will not be left unsupervised and will be escorted to and from toilets.</p>
Access to stage equipment – injury or breakage	Cast	1	1	1	The team will be aware of the space/props used, and will speak to the cast about the area in which they can safely use.
Inappropriate behaviour	Cast/Team	1	2	2	All matters that arise in regards to inappropriate behaviour will be dealt with in line with our company policies of which all of the cast will have access to a copy.
Over exertion	Cast	1	2	2	All cast to bring a drink and have access to water or alternative drink provided by SMTC, each session will have a break and anyone seen to be struggling will be asked to rest.
Risk of trips/falls	Cast/Team	1	2	2	All objects which may cause harm will be removed, spills also mopped and area marked as wet appropriately. Any props/staging

					used will be outlined by the show director as hazards and training given in use if required.
Sensitive/offensive materials	Cast	1	2	2	The team will endeavour to ensure this is dealt with appropriately using our Company policies and procedures. For minors parent/guardians will be used for support where necessary.
Team Member working alone	Cast	2	1	2	No team member shall work alone with a minor, should there be no alternative to a child being left alone with a team member then this shall only be done in a public place (whilst waiting for parent/guardian).
First Aid	Cast/Team	2	1	2	The nature of the classes can be quite active. The team may not be first aid trained, although first aid equipment will be in the building, there are likely to be few instances where the team can help. SMTC will hold records of all parents/guardians and emergency contacts and in the event of need will contact 111 or the emergency services for support.
Fire	Cast/Team	3	1	1	All SMTC team members to be aware of the buildings fire exits and evacuation procedures. In event of fire an appropriately trained team member will take charge and following evacuation the cast will be checked against a register. Fire extinguishers will be used by trained personnel as instructed if necessary.
Electrical Equipment	Team	1	2	1	To be operated by adults over 18 only, all equipment to be regularly PAT tested to avoid risk of shock.

Risk Assessment Matrix

Likelihood x Severity = Risk Rating Number (RRN)

The **likelihood** of harm occurring may be rated as follows:

1	Low	Where harm will seldom or is unlikely to occur.
2	Medium	Where harm will often occur.
3	High	Where it is certain or near certain that harm will occur.

Hazard the potential to cause **harm**, including ill-health; damage to property, products, services, increased liabilities.

For guidance the **severity** of the hazard may be rated:

1	Minor	All other injuries or illnesses. Minor injury or ill-health no incapacity.	Minor property damage – no interruption of service.
2	Serious	Significant injury or ill-health causing short-term disability. Medical intervention necessary.	Moderate property damage – minimal interruption of service.
3	Major	Death or major injury (as defined by RIDDOR) or illness causing long-term disability.	Major property damage – loss of the building or department.

Risk assessment matrix				
Likelihood of the potential harm from the hazard being realised		Impact if hazard realised		
		Minor 1	Serious 2	Major 3
Low	1	1	2	3
Medium	2	2	4	6
High	3	3	6	9

Actions to be taken based on RRN

RRN	Risk Rating	Action to Reduce RRN
1	Low	<ul style="list-style-type: none"> No further action Monitor to ensure controls maintained
2 - 4	Medium	<ul style="list-style-type: none"> Line manager together with head of service to take action within a specified and reasonable timescale to reduce risks
6 – 9	High	<ul style="list-style-type: none"> Line manager together with head of service to take action within a specified and reasonable timescale to reduce risks Inform management team and place on risk register