

Area or activity assessed	Polka Theatre risk assessment	Assessment date:	29/01/2018
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Identify hazards

Consider the event and identify if any of the hazards listed below are significant (tick the boxes that apply)

1	Slips, trips and falls	√	6	Sickness on coach	√	11		16		20	
2	Being hit by a vehicle Walking when walking along pavement to theatre	√	7	Trapping fingers in doors	√	12		17		21	
3	Fire Safety	√	8			13		18		22	
4	Getting lost during visit in theatre	√	9			14		19		23	
5	Choking whilst eating snack	√	10			15		20		24	

Notes:

Name of Assessor(s)	Frances Rymer	Signed	No. of continuation sheets
Review date	29/01/2018		

Identify hazards	Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
Slips, trips and falls	All Adults and child	Regular warnings	5	2	10	
Being hit by a vehicle Walking when walking along pavement to theatre	All	Adequate supervision of group by responsible adults. Designated first aider with the group	1	5	5	
Fire Alarm	All	Follow evacuation procedures at The Polka Theatre	3	3	9	
Getting lost during visit to Polka Theatre	All	Adequate supervision of group by responsible adults.	3	1	3	

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Identify hazards	Who might be harmed?	Control measures	Likelihood rating (A)	Severity of injury (B)	Risk rating (A x B)	Further action
		Designated first aider with the group Each child will have a lost label with school name and telephone numbers.				
Choking whilst eating snack	Children	Ensure children eat only their own snack/wash hands/take allergy kits. Children must sit down in small groups to avoid choking	3	2	6	Parents given instruction about no foods containing nuts and seeds and that grapes should be cut in half etc.
Sickness on coach	Children	Plastic bags taken on coach and children asked to call if they feel unwell on the coach	3	2	6	Ask parents before hand if any children get travel sick so we are pre warned
Injury / fall in Polka Theatre	Children	Close supervision by staff, strict guidelines and instructions to children. First Aid kit taken on trip	3	3	9	
Trapping fingers in doors	Children	Adults to hold doors open for children at all times	3	2	6	

Likelihood

1.	Rare	Cannot believe that an event of this type will occur in the foreseeable future (1 to 3 years)
2.	Unlikely	Risk remains a possibility or yearly occurrence. No trend.
3.	Possible	Risk is monthly occurrence. Identified trend.
4.	Very likely	Risk is weekly or likely to occur but not persistent threat.
5.	Almost certain	Issues that are a current or persistent threat. Risk is daily or frequently / expected to occur when task is performed.

Severity

1.	Insignificant	Very minor injury (minor cuts/grazes). Very limited property damage/loss
2.	Minor	More serious injury <7 days off work/incapacity (sprains, serious cuts, bruising, injury needing medical attention. Slight property damage/loss.

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3.	Moderate	RIDDOR reportable (to HSE) injury/sickness (except fatality). More than 7 days off work. Significant property damage/loss
4.	Major	RIDDOR reportable (to HSE) injury/sickness affecting more than one person (excluding fatality). Major property damage/loss.
5.	Catastrophic	Single or multiple staff fatality. Catastrophic property damage/loss

Likelihood of occurrence		Severity				
		Insignificant	Minor	Moderate	Major	Catastrophic
1.	Rare	1	2	3	4	5
2.	Unlikely	2	4	6	8	10
3.	Possible	3	6	9	12	15
4.	Very likely	4	8	12	16	20
5.	Almost certain	5	10	15	20	25

Risk rating	Risk acceptability	Management actions required
20 – 25	Unacceptable (significant)	Work should not be started or continued until the risk has been reduced.
12 - 16	Substantial (high)	Work should not be started or continued until the risk has been reduced to a level that is as low as reasonably practicable.
8 - 10	Manageable (medium)	Efforts should be made to reduce the risk rating to as low as reasonably practicable. However, the costs of prevention should be carefully measured and justified.
3 – 6	Manageable (low)	Monitoring is required to ensure that current control measures are maintained. Consideration may be given to any further control measures that are cost effective or no additional cost burden. Record local actions, inform relevant manager.
1 – 2	Acceptable (trivial)	No additional controls are required, standard monitoring is required to ensure controls are maintained. Record assessment, inform relevant manager.

Children Specific Risk Information

To wear seat belts on the coach	
To remain with their class teachers and group leaders	
To remain in the area until instructed otherwise	

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To follow the instructions given to them at the play area	
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