



THEATRE FOR LIFE
- EDUCATION -

THEATRE FOR LIFE EDUCATION RISK ASSESSMENT		WORKSHOP PROGRAMME
NAME OF STAFF CONTACT:		Has the overall and final responsibility for health and safety
NAME OF STAFF CONTACT:		Has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of (staff Contact)	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	STAFF CONTACT:	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate information to ensure workshop leaders are competent to do their work	STAFF CONTACT: THEATRE FOR LIFE EDUCATION TEAM	Workshop leaders given necessary health and safety introduction at workshop and provided with appropriate instructions (including working with lights, sound equipment, computer & data projector). <i>Theatre for Life Education will ensure that all workshop leaders are DBS checked and that they have read and complied with the Theatre for Life Education Safeguarding policy on working with Children and Vulnerable adults.</i>
Implement emergency procedures – evacuation in case of fire or other significant incident.	STAFF CONTACT:	Workshop leaders are given the relevant emergency procedures and how to evacuate the building in case of an emergency or fire.
Maintain safe and healthy working conditions	STAFF CONTACT:	All students are shown toilets, washing facilities and drinking water machines on site throughout the workshop.

Signed: * (Staff Contact at school or college)		Date:	
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Suitability of space	Attendees may be injured if they trip over objects or slip on spillages.	Workshop leader and staff contact to check studio floor and that the space is appropriate for practical sessions. All areas well lit. No trailing leads or cables. Workshop leaders and staff contact to keep practical areas clear, all bags and belongings kept out of the working space to prevent injuries.	Check studio floor and space is suitable for practical sessions prior to the start of the work. Use cupboard to store personal belongings.	STAFF CONTACT: THEATRE FOR LIFE WORKSHOP LEADER	First workshop date	
Equipment	Check that any equipment use by Theatre for Life Education is PAT Tested by Health and Safety officer at school or college.	Workshop leader to liaise with a technician at the start of the workshop to ensure they know how to use the equipment such as lights, sound system, computers and data projectors.	Theatre for Life Education has insurance equipment cover in place for when TFL Ed workshop leaders using equipment,	STAFF CONTACT: THEATRE FOR LIFE WORKSHOP LEADER	First workshop date	
First Aid Injuries & accidents	If attendees incur an injury throughout the practical sessions.	All accidents will be recorded in the TFL Ed accidents book and parents / guardians notified at collection. Emergency services will be contacted if required and parents / guardians contacted using the emergency contact list provided by the school or college.	First Aid box on site / Accident book located by staff contact	STAFF CONTACT: THEATRE FOR LIFE WORKSHOP LEADER	First workshop date	
Fire procedures	Attendees to evacuate building in case of fire	To abide fire procedures and use the designated evacuation routes / fire exits and meeting points. Workshop leaders must familiarise themselves with fire notices and instructions on display.	Staff contact (School or college) to inform students about fire procedures.	STAFF CONTACT: THEATRE FOR LIFE WORKSHOP LEADER	First workshop date	

Protection of children under the age of 18	All attendees will have supervised visits to the toilets and will not be left alone in the space without supervision.	To supervise all under 18 year olds at all times as in accordance with the TFL Education Safeguarding policy.	Ensure under 18 year olds are supervised at all times and not left alone without supervision.	STAFF CONTACT:	First workshop date	
Practical work	All attendees in the workshop will participate in practical drama and dance work.	To ensure all attendees are warmed up appropriately and wear suitable clothing / footwear and have access to water	TFL Ed will recommend suitable clothing / footwear for attendees before sessions commence. Workshop leaders will ensure that practical warm ups are in place to prevent injury.	THEATRE FOR LIFE EDUCATION TEAM	First workshop date	

NAME OF CONTACT AT SCHOOL OR COLLEGE:

SIGNED:

DATE:

MICHELLE SMITH (Health and Safety officer) ON BEHALF OF THEATRE FOR LIFE EDUCATION TEAM:



DATE: