

## **RISK ASSESSMENT**

### **SIMPLE GUIDELINES AND PROCEDURES WHEN WORKING WITH GROUPS.**

**When working in an outreach situation (e.g. youth theatre, community centre, school, deaf club), it is your responsibility to check:**

1. That the space is safe and free from hazards.
2. If you discover any hazards ensure the safety of yourself and the group by rectifying or removing the hazard or if necessary removing the group from the space/situation and report it to the appropriate person.
3. That you know where the fire exits/extinguishers/alarms are and any procedures of assembly that the building might have.
4. That you know where the first-aider (if there is one) and first aid kit are.
5. If working with a partner organisation/staffed building, find out who is responsible for first aid/fire procedures/health and safety.
6. That all tools and equipment are stored safely and used appropriately, if necessary under supervision.
7. That you carry a mobile phone or have access to a telephone in case of emergencies.

**If you are working with children or young people under 18 years of age please make sure that you have:**

1. A minimum of 2 staff working in the building. (Wherever possible in the same space.)
2. That you have a list of names and emergency contacts for **ALL** group members.
3. That you ask for details of any (relevant) medical condition when collecting database information. ( e.g. asthma or epilepsy )
4. That you have parental consent forms signed by parent/guardian and full personal details if taking that group on a visit/theatre trip and that copies of that information are given to a base contact who agrees to be contactable (by mobile or telephone) at all times during the visit in case of emergencies.
5. Read company child protection guidelines and if in doubt about a situation or incident, report the matter/ seek advice from the Artistic Director, Rachel Ashton.

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