

Risk Assessment

Title	Clare Learning Centre	Reference/ Version	V6
Department	Learning & National Partnerships	Date of Assessment	01/10/2024
Location	The Clare Learning Centre	Next Assessment Due	01/10/2025
Description	<p>Risk assessment covers all general departmental duties that teams members complete within the Clare Learning Centre. This includes the following regular workshops that do not change in relation to hazards/controls. The following are considered regular workshops and are separated to outline specific hazards & controls:</p> <ul style="list-style-type: none"> - Regular Schools Workshops (Bespoke Shakespeare Workshops, Secondary Study Days, Primary Play Days) - Discover Days - Family Storytelling 		

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
Slips and trips	Twisted ligaments, back injury, broken limbs	RSC Staff Public	<p>Staff to give safety briefing.</p> <p>Advising on footwear to be worn prior to event. Any unsuitable footwear to be removed prior to session.</p> <p>Spaces to be checked and cleared before and after any activity.</p> <p>Floor checked prior to use and any cables covered or moved.</p> <p>Good housekeeping.</p> <p>Any fluids spilt are to be cleaned up immediately.</p> <p>Mop and wet floor signs available in the cleaning cupboard which can be accessed by the Person in Charge.</p>	3	2	6

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				Severity	Likelihood	Risk Rating (S x L)
			<p>First aider on site or contactable at from a nearby site.</p> <p>Access to first aid kits.</p>			
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation	RSC Staff Public	<p>Staff to check fire exits and routes when opening and closing the building.</p> <p>Staff to give safety briefing.</p> <p>Clear signage in each room.</p> <p>Firefighting systems and alarms around the building regularly checked by Fire Officers.</p> <p>Information about whether any groups include wheelchair users is obtained in advance. FoH team is alerted to any wheelchair users.</p> <p>Additional information is obtained about whether the wheelchair user can transfer into the evacuation chair under our General Emergency Evacuation Plan (GEEP). If this is not possible, the FoH team to contact the group and arrange a Personal Emergency Evacuation Plan (PEEP).</p> <p>As the fire alarm is audio only, a PEEP will be developed for any deaf staff or public attending the building.</p> <p>Fire extinguishers in visible locations around the building and serviced regularly.</p> <p>No smoking policy in place.</p> <p>Separate Risk Assessments for fire held by RSC Estates Department.</p> <p>Management controls in place.</p>	5	1	5
Accessible plug sockets	Electric shocks	RSC Staff	RSC Staff vigilance.	5	1	5

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	causing burns, fatality	Public	Maintenance checks. No items larger than laptops should be plugged into RSC plug sockets.			
Furniture stacked or stored, or in use	Bumps, bruises, broken limbs twisted ligaments	RSC Staff Public	Public to be supervised at all times. Public should only move individual chairs for personal use, and a short safety briefing should be given when chairs are in use. Dynamic risk assessment to be done when moving any furniture. RSC Staff to attend Manual Handling Training. Furniture to be safely stored when not in use. Chairs should be stacked no higher than 9 per stack. Tables should not be stacked or leant against the walls or other furniture. Storage of the furniture to be regularly checked, notably prior to the start of any activity. Use appropriate manual handling aids to move stacked furniture.	4	1	4
Radiators	Burns	RSC Staff Public	Unit to be switched off or, if not possible, temperature to be restricted. Staff to give safety briefing. RSC Staff vigilance.	2	1	2
Power cut	Bumps, bruises, twisted ligaments	RSC Staff Public	Torches stored in each room and regularly checked by staff. Emergency lighting provided.	2	1	2
Injury from low beams (present	Head injury	RSC Staff	Staff to give safety briefing.	3	2	6

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in Room 2 and Loft)		Public	RSC Staff vigilance. Young people are supervised at all times. Hazard tape in place.			
Access to storage areas	Bumps, bruises, trapped fingers	RSC Staff Public	Participants and public not to be allowed in storage areas. Doors locked and access by key and code only. RSC Staff vigilance. Staff to conduct regular tidying of area. Signage and regular emails to staff to ask that the area is kept tidy and accessible. Ensure lights are on fully before entering the space. Ensure a route is kept clear for access at all times.	2	1	2
Free-standing speaker (Room 3)	Bumps, bruises, electric shock	RSC Staff	Staff to give safety briefing and to define work areas for public. RSC Staff vigilance. Equipment only to be used by RSC Staff. Speakers to be regularly PAT tested and serviced.	4	1	4
Contact with wood panelling and cabinets	Splinters	RSC Staff Public	RSC Staff vigilance. Staff to conduct regular checks of the space.	1	2	2
Electric Piano – injury from	Electrocution, trapped fingers, injury	RSC Staff Public	RSC Staff vigilance. Young people to be supervised at all times.	4	1	4

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improper use (Room 3)	from moving it		All staff recommended not to move it without supervision. Regular PAT testing and servicing.			
Falling off high stools (Loft)	Head and back injury, broken limbs	RSC Staff Public	Staff to give safety briefing. RSC Staff vigilance. Young people to be supervised at all times.	4	1	4
Kitchen (Loft)	Burns, scalds	RSC Staff Public	RSC Staff only to be allowed access. Chain barrier in place with signage. Young people to be supervised at all times when in the Loft. RSC Staff to be given a safety briefing before using the space. All equipment regularly updated PAT certificate.	5	1	5
Slip/trip/fall on stairs	Bumps, bruises, broken limbs, back injury, head injury	RSC Staff Public	RSC Staff vigilance. Young people to be supervised at all times. Regular checks that the stairs are clear, clean and dry.	3	2	6
Toilets – wet floor	Twisted ligaments, back injury, broken limbs	RSC Staff Public	Any fluids spilt are cleaned up immediately. Mop and wet floor signs in the cleaning cupboard. Toilets to be regularly cleaned when activity taking place.	3	2	6

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Injury or illness as above	Escalation of any of the above	RSC Staff Public	At least one trained First Aider on-duty throughout duration of activity. First Aid equipment in all RSC buildings which is checked regularly. RSC Staff with mobile & internal telephone access to Stage Door in case more assistance is required.	5	1	5
Risks specific to Regular Schools Workshops: Bespoke Shakespeare Workshops, Secondary Study Days, Primary Play Days						
Disclosure of safeguarding concern to member of staff	Various possible physical and psychological impacts and injuries	Participants, staff	All ALPs to be DBS-checked and complete regularly updated safeguarding training. All staff and visiting practitioners to be made aware of safeguarding policy, to uphold this in workshops, and who to refer concerns to. Person in Charge always present with members of the public in the building, to ensure adequate supervision in case of a safeguarding concern. Information in advance reminding schools that adequate supervision of their students is their own responsibility, with teachers:students at a 1:10 ratio minimum.	4	2	8
Regular Holiday 'drop-off' Workshops with limited additional risks: Act Shakespeare, Acting Masterclasses, Creative Writing						
Abuse to or by young participant	Various possible physical and psychological impacts and	Participants, staff	Practitioner/supervised member of RSC staff to flag that Floor 1 toilets are for Under 18s, and adults must only use these toilets if accompanying a child for whom they have duty of care. Otherwise, adults must use Floor 2 toilets. 2 RSC supervisory staff/visiting practitioners should be in attendance at the workshop at all times, including at least 1 practitioner with an Enhanced & Child's Barred DBS	5	1	5

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
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	injuries; fatality		check, and preferably 1 supervisor for every 10 young people in attendance. This may include learning staff, external DBS-checked practitioners, Operations staff, and/or Front of House staff.			
Injury or medical emergency to young person who is unaccompanied by carer	Various possible physical and psychological impacts and injuries; fatality	Participants	<p>When attending workshops outside of school bookings e.g. Half Term workshops, Summer School, the following procedures to be followed:</p> <ul style="list-style-type: none"> - Participants under the age of 18 may be accompanied by a parent/carer from arrival to departure, where appropriate - Where a participant is not accompanied by a parent/carer from arrival to departure, the RSC Learning team will make reasonable efforts to obtain a Participant Information Form from the participants' parent/carer. This will contain information as to whether they will arrive and leave unaccompanied, and give consent for participants to do so where appropriate, or otherwise detail the appropriate adult(s) who may arrive and leave in the capacity of carer for the young person. - Participant information form received in advance to include information regarding existing medical conditions, allergies and access needs. - Contact information for parents/carers included information, to be used in the event of emergency immediately after contacting relevant emergency services. <p>Where a participant form cannot be obtained in advance, the form will be provided to a relevant carer to complete immediately upon arrival. If a young person arrives without a form or a relevant carer, the RSC Learning team will make all reasonable efforts to contact the relevant carer including asking the young person for relevant contact numbers, to obtain relevant information.</p> <p>Where high-risk conditions e.g. airborne nut allergies are disclosed, warning signs to be displayed at venue, and reasonable information given to attendees e.g. please do not bring any food containing nuts onto the site.</p>	5	1	5

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
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Discover Days & Adult Learners Workshops						
Risk of abuse to or by vulnerable adult	Various possible physical and psychological impacts and injuries; fatality	Participants, staff	<p>There may be times where vulnerable adults, or adults in a non-supervisory capacity, attend Clore Learning Centre at the same time as young participants and/or schools groups. In this case, the vulnerable adults/non-supervisory adults should always be accompanied by at least 1 member of RSC staff, and preferably 2. The only exception to this will be if they are using the toilets, when they should be accompanied upstairs to ensure that the groups remain separate.</p> <p>Visiting companies working with vulnerable/non-supervisory adults may provide their own DBS-checked members of staff. In this case, so long as it has been agreed with the RSC, these visiting supervisory adults may act in place of RSC staff for the purposes of supervising their designated participants around the building.</p>	5	1	5
Family Workshops (Family Storytelling, Blood, Guts & Gore / Family Puppetry)						
Increased risk of trips and falls from room set-up	Minor injuries	Participants, staff	<p>These sessions have an increased risk of slips, trips and falls due to:</p> <ul style="list-style-type: none"> - High numbers of participants matching the capacity of the space (more adults booking with their children) - More complex physical set-ups with chairs, bean-bags, cloths, props and crafting materials being readily accessible to participants through the workshop. <p>Control Measures:</p> <ul style="list-style-type: none"> - Risks of slips, trips and falls will be flagged to practitioners and participants. - Activities will be planned to avoid footfall over any cloths, beanbags or similar hazards on the floor, and props will be under supervision of the practitioner at all times, where these props could reasonably present a hazard to the participants. 	3	1	3

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
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<p>Risks specific to making/crafting workshops only:</p> <p>Accidental consumption of hazardous materials</p> <p>Allergies</p> <p>Sharps</p>	<p>Minor injury/allergy/ consumption of product not intended to be ingested</p>	<p>Participants, close contacts of participants</p>	<ul style="list-style-type: none"> - Where items being made have risk of potential consumption, e.g. making 'potions' in a supervised workshop, the following procedures to be followed: <ul style="list-style-type: none"> * Only items safe for general consumption, and low risk of allergy, to be used. Any liquids to be used will be water-based, and will not contain hazardous substances. * Participants and carers to be informed upon collection that items are not intended for consumption, and should be disposed of within 48 hours * Any items produced should be accompanied by a 'recipe card' detailing how to produce items safely in the future, to reduce risk of improper and unsafe production * Stickers to be placed on any items/containers explaining that they are not intended for consumption - Where sharp items are used in crafting e.g. scissors, safety pins, clear instruction and supervision to be given by practitioners. Only items deemed safe by RSC learning staff may be used in these workshops, e.g. safety scissors. 	3	2	6
Circus Skills Workshops						
<p>Risks specific to Circus Skills workshops:</p> <p>Hazardous use of props</p> <p>Increased Slips, Trips & Falls risk in unsuitable</p>	<p>Minor injury</p>	<p>Participants, staff</p>	<ul style="list-style-type: none"> - Maximum group size reduced to 20 to ensure adequate supervision - Any equipment or activities with risk of higher impact/injury must be specifically supervised by practitioner, and clear instruction given on safe conditions to try this activity in the future e.g. ensure adult supervision and soft flooring - Rooms to be checked by practitioner and supervisory staff for floor and lighting suitability in advance of use. 	3	2	6

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floor or lighting conditions						

V1 Assessor Name	Bea Beard & Esther Mead	Job Title	Coordinators, Learning & National Partnerships
V2 Reviewed by	Jenn Smith & Sophie Hobson	Job Title	Coordinator & Learning Programmes Manager
V3 Reviewed by	Jenn Smith & Sam George	Job Title	Coordinator & Learning Programmes Manager
V4 Reviewed by	Sam George & Gemma Lawrence-George	Job Title	Learning Programmes Manager & Creative Learning Events Manager
V5 Reviewed by	Sam George & Gemma Lawrence-George	Job Title	Learning Programmes Manager & Creative Learning Events Manager
V6 Reviewed by	Sam George & Lisa Gaunt	Job Title	Learning Programmes Manager & Creative Learning Events Manager

Severity		Likelihood		Risk	
Severity = Level of potential harm		Likelihood = Chance of harm		Severity x Likelihood = Risk	
1	No action, delay only	1	Very Unlikely	1 - 6	Acceptable
2	Minor injury - 1 st aid only, minor damage	2	Unlikely	8 - 10	Tolerable if strictly monitored, but try to improve
3	Injury, illness – time off work, damage	3	Fairly Likely	12 - 25	Unacceptable, further controls are mandatory
4	Major injury, disabling illness, major damage	4	Likely		
5	Fatality	5	Very Likely - Imminent		

		Severity				
		1 Delay Only	2 Minor Injury	3 Injury or Illness	4 Major Injury	5 Fatality
Likelihood	1 Very Unlikely	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Fairly Likely	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Very Likely	5	10	15	20	25