

## RISK ASSESSMENT

### General Visits – Engagement (December 2021)

#### Current COVID-19 Information for visiting participants, groups, schools, colleges, universities

Please make sure before any visit that we are open – you can check this on the landing page of our [website](#)

HOME takes the health of our visitors, staff, artists and volunteers very seriously. We are following Government advice for organisations during the coronavirus outbreak and we remain open as long as it is permitted. We run activity and make any future decisions based on official guidelines and advice.

We have taken some extra precautions to help keep everyone healthy during this time:

- We have extra cleaners in who are cleaning the building during the day, in addition to our out-of-hours cleaning. They are concentrating particularly on door handles and handrails to help minimise contamination.

We've also put posters up around the building to remind all staff and visitors of the precautions to take to help fight the spread of the virus. The NHS advice is:

- Wash your hands with soap and water often – do this for at least 20 seconds
- Always wash your hands when you get home or into work
- Use hand sanitiser gel if soap and water are not available
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- Put used tissues in the bin immediately and wash your hands afterwards
- Try to avoid close contact with people who are unwell

**It is mandatory to wear a face covering from age 11+ unless exempt.**

The symptoms of coronavirus are a high temperature and a continuous cough. If you have these symptoms, however mild, you should stay at home for seven days and follow the [Government advice on self-isolation](#). This applies even if you have not been tested for the coronavirus.

If you have had exposure to a confirmed case but not shown symptoms, you should self-isolate as per the Government guidelines.

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Fire exits to be checked before start of events	Young people and adults trapped in event of fire.	Fire exits blocked.	<u>3</u>	<u>5</u>	<u>N</u>	Visual and sound alarms checked weekly.	<u>1</u>	<u>5</u>	<u>Y</u>
			Those with disabilities not knowing there is an emergency or being unable to escape.	<u>3</u>	<u>5</u>	<u>N</u>	Front of House staff to ensure In advance of event that all fire doors are unlocked and all exits are unblocked.  Selected Front of House staff are trained fire marshals and will support those with disabilities to exit the building safely.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>2</u>	Arrival at HOME	Visitors with disability unable to gain access.	Automatic doors not working.	<u>2</u>	<u>5</u>	<u>N</u>	To ensure in advance of event that automatic doors are operational.	<u>1</u>	<u>5</u>	<u>Y</u>
			Blocked entranceway.	<u>2</u>	<u>5</u>	<u>N</u>		<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

							Staff to ensure the entranceway / foyer have been cleared of any unwanted objects.			
<u>3</u>	Meeting in HOME foyer	People could get lost.	Meeting point unknown.	<u>3</u>	<u>3</u>	<u>N</u>	Group to be informed of when and where to meet. Also given directions to HOME.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>4</u>	Entering ground floor Box Office foyer	Slips, trips, falls.	Slippery / wet floor.	<u>3</u>	<u>4</u>	<u>N</u>	Cleaning team to be notified of any visits outside of normal hours.	<u>1</u>	<u>4</u>	<u>Y</u>
			Cleaning equipment not removed.	<u>3</u>	<u>4</u>	<u>N</u>	To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry.  If raining outside, HOME staff to place slippery surface sign in foyer.	<u>1</u>	<u>4</u>	<u>Y</u>
			No supervision.	<u>3</u>	<u>4</u>	<u>N</u>	Young people to be under close supervision of accompanying adults and behaving appropriately.	<u>1</u>	<u>4</u>	<u>Y</u>
			Young people running / behaving inappropriately.	<u>3</u>	<u>4</u>	<u>N</u>	Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>5</u>	Moving around building	Slips, trips, falls	Blocked public thoroughfares in building.	<u>3</u>	<u>5</u>	<u>N</u>	Cleaning team to be notified of any visits outside of normal hours.  To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry.  General good house keeping to be maintained and no cables etc to be left unsecured.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>5</u>	<u>Y</u>
			Poor lighting.  Visitors exploring the building unsupervised and gaining access to areas that are generally unsafe or unsafe due to technical installation or maintenance taking place.	<u>3</u>	<u>5</u>	<u>N</u>	To ensure that the building is appropriately lit when people are visiting. Areas where maintenance or installation etc is taking place to be well signed, locked to the public or cordoned off.  All unsafe maintenance cupboards or plant areas to be locked.  All back of house areas to be locked or restricted to staff with fob access only. These staff to be briefed on areas to be avoided during maintenance etc. These staff to be responsible for leading back of house tours for the public.	<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

		Young people may get lost / abduction	Unfamiliar surroundings.	<u>3</u>	<u>5</u>	<u>N</u>	Front of House Managers are trained First Aiders.	<u>1</u>	<u>5</u>	<u>Y</u>
			No supervision.				Group leaders/ teachers to be aware of the young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.			
			Accompanying adults unaware of public building hazards.				Group leaders/ teachers to be aware of the young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.			
		Visitors with disability unable to gain access.	Main lifts not working as under maintenance or broken.	<u>2</u>	<u>5</u>	<u>N</u>	All accompanying adults to be aware that the venue is a public building and of the possible hazards.	<u>1</u>	<u>5</u>	<u>Y</u>
			Automatic doors not operational				2 lifts are available. 1 to always be working unless broken and unavoidable.			
		Equipment broken or stolen.	No supervision.	<u>3</u>	<u>4</u>	<u>N</u>	FOH or cleaners (if outside normal business hours) to ensure that automatic doors are operational.	<u>1</u>	<u>4</u>	<u>Y</u>
			Equipment left unsecured.				Equipment to be fixed securely where possible or to be locked away or supervised by HOME staff when in use.			
<u>6</u>	Visiting public toilets	Slips, trips, falls.	Wet, slippery floor.	<u>3</u>	<u>5</u>	<u>N</u>	To ensure all cleaning equipment removed from public areas and toilets and that floor is dry before events. HOME staff member to complete one toilet check during event.	<u>1</u>	<u>5</u>	<u>Y</u>
			Cleaning equipment not removed.				Front of House Managers are trained First Aiders.			
			Young people running / behaving inappropriately.				Box Office and Front of House staff to be made aware of young people's presence and be extra vigilant in ensuring that the safety of groups is of prime concern at all times. Any odd activity from adult visitors to be reported to FOH and followed up by them.	<u>1</u>	<u>5</u>	<u>Y</u>
		Contact with non-associated adults.	Lack of staff training and supervision of building and visitors.	<u>3</u>	<u>5</u>	<u>N</u>				
			Members of public using toilets. Young people unsupervised.	<u>3</u>	<u>5</u>	<u>N</u>	Young people will not ever be supervised by staff in the toilets but staff will ensure that toilets are checked prior to breaks to make sure that no members of the public are loitering.	<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

		Fire - young people trapped inside toilet	Misbehaviour, including smoking in the building.  Young people unable to unlock the door.	<u>2</u>	<u>5</u>	<u>N</u>	Front of House Staff will keep an eye on who uses the toilets throughout days when young people are on site.  Young People to be warned at start of event that HOME is a non-smoking building.  Selected Front of House staff are trained fire marshals.  Public toilet doors can be unlocked from the outside by HOME Front of House staff.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>7</u>	Young people working with staff and other young people	Child protection/ safeguarding issues	Staff not trained, young people disclosing information, no supervision by trained and DBS checked staff	<u>2</u>	<u>5</u>	<u>N</u>	All Engagement staff to be DBS checked and to complete child protection training. All staff to read HOME's Child Protection and Safeguarding Policy and report any disclosures to Head of Engagement.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>8</u>	Lunch breaks – consuming packed lunches and leaving the premises	Injury off site	Accident	<u>2</u>	<u>5</u>	<u>N</u>	Group leaders/ teachers to be aware that HOME is not responsible for the welfare or supervision of groups when they leave the building.  Group leaders/ teachers to be aware of young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.	<u>1</u>	<u>5</u>	<u>Y</u>
		Blocked fire escape routes and main exits.	Groups congregating in public thoroughfares, in fire escape routes and main exits to eat packed lunches.	<u>3</u>	<u>5</u>	<u>N</u>	Groups to be advised of HOME's lunch-time policy as stated in Teachers' Guide. Groups will be encouraged to buy lunch in the café or when possible, Engagement team staff will book a room for groups to eat their packed lunches in.  Group leaders/ teachers to be aware of young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.  All accompanying adults to be aware the venue is a public building and of the possible hazards.  All accompanying adults to check their groups regularly.	<u>1</u>	<u>5</u>	<u>Y</u>
		Access to alcoholic drinks	Young people gain access to alcoholic drinks at HOME.	<u>2</u>	<u>5</u>	<u>N</u>	Café Bar staff to be made aware before event of young people's presence and to be extra vigilant when serving drinks to young people.	<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

<u>9</u>	Working in / visiting building when fire alarm sounds	Trapped if fire. Slips, trips, falls.	Panic in unfamiliar surroundings.	<u>2</u>	<u>5</u>	<u>N</u>	<p>Young people and accompanying adults to be made aware of the fire procedure at the start of the event.</p> <p>Selected Front of House staff are trained fire marshals and will support those with disabilities to exit the building safely.</p> <p>Young people not to be left unsupervised.</p> <p>FOH team to be present in building at all times of building being open to the public and to ensure evacuation procedures are followed in each area.</p> <p>Front of House Managers are trained First Aiders.</p>	<u>1</u>	<u>5</u>	<u>Y</u>
<u>10</u>	Visiting HOME / being in the building during a terrorist attack	Trapped in building. Injury, death. Hostage situation	<p>Lack of guidance provided to HOME staff.</p> <p>Lack of terror attack plan at HOME.</p> <p>Panic in unfamiliar surroundings.</p> <p>Fire exits blocked.</p>	<u>3</u>	<u>5</u>	<u>N</u>	<p>HOME is linked into communication network relating to terror threats in the city.</p> <p>HOME has a clear terror risk plan in place to protect visitors should a threat be communicated. This could lead to an evacuation of the building, or a lockdown, if remaining inside the building would be a safer option.</p> <p>HOME Front of House staff are trained in evacuating the building and what to do in the event of a lockdown.</p> <p>Front of House staff to ensure in advance of event that all fire doors are unlocked and all exits are unblocked.</p> <p>Young people to be supervised by group leader/ teacher at all times.</p>	<u>1</u>	<u>5</u>	<u>Y</u>

## Cinema Visits – Engagement

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Moving from ground floor to cinemas	Slips, trips, falls.	<p>No supervision.</p> <p>Young people running / behaving inappropriately.</p>	<u>3</u>	<u>3</u>	<u>N</u>	Young people to be under close supervision of accompanying adults and behaving appropriately.	<u>1</u>	<u>3</u>	<u>Y</u>

# HOME

		Visitors with disability unable to gain access.	Cinemas lift unable to be accessed by group as no supervision by staff with appropriate fob access to cinemas lift.  Cinemas automatic doors not operational.	<u>2</u>	<u>5</u>	<u>N</u>	Front of House Managers are trained First Aiders.  Visitors requested to notify HOME in advance of special requirements, If visitors with access requirements turn up unannounced, FOH Manager to be called to enable access to cinemas lift.  FOH or cleaners (if outside normal business hours) to ensure that automatic doors are operational.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>2</u>	Entering and exiting cinemas auditoria	Slips, trips, falls.	No supervision.  Young people running / behaving inappropriately.  Poor lighting.  Step lightings not illuminated.  Items left in walkways	<u>3</u>	<u>4</u>	<u>N</u>	Young People to be under close supervision of accompanying adults and behaving appropriately.  FOH to ensure cinemas lights are appropriately illuminated when young people enter and depart.  FOH to ensure step lights illuminated for events.  Staff to ensure walkways are clear.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>

## Theatre Visits – Engagement

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Moving from ground floor foyer to stalls on ground floor	Slips, trips, falls.	No supervision.  Young people running / behaving inappropriately.  Poor lighting.	<u>3</u>	<u>4</u>	<u>N</u>	Young people to be under close supervision of accompanying adults and behaving appropriately.	<u>1</u>	<u>4</u>	<u>Y</u>

# HOME

		<p>Visitors with disability unable to gain access.</p> <p>Injury or damage to set</p>	<p>Doors not automated and no staff manning access.</p> <p>Audience accessing dangerous and unfamiliar stage area and backstage area through unlocked and unmanned door next to stalls.</p>	<u>2</u>	<u>5</u>	<u>N</u>	<p>FOH to ensure theatre lights are appropriately illuminated when young people enter and depart.</p> <p>All doors to be manned by a member of staff and staff will be informed of advance wheelchair user bookings.</p> <p>Entrance door to stalls to be manned at all times when the theatre is open and staff member to ensure audience do not enter stage or backstage areas.</p> <p>Front of House Managers are trained First Aiders.</p>	<u>1</u>	<u>5</u>	<u>Y</u>
<u>2</u>	Moving from ground floor foyer to circle or upper circle	<p>Slips, trips, falls.</p> <p>Visitors with disability unable to gain access.</p>	<p>No supervision.</p> <p>Young people running / behaving inappropriately.</p> <p>Poor lighting.</p> <p>Step lightings not illuminated.</p> <p>Theatre lift unable to be accessed by group as no supervision by staff with appropriate fob access to cinemas lift.</p> <p>Doors not automated and no staff manning access.</p>	<u>3</u>	<u>4</u>	<u>N</u>	<p>Young People to be under close supervision of accompanying adults and behaving appropriately.</p> <p>Front of House Managers are trained First Aiders.</p> <p>FOH to ensure theatre lights are appropriately illuminated when young people enter and depart.</p> <p>FOH to ensure step lights illuminated for events.</p> <p>Visitors requested to notify HOME in advance of special requirements, If visitors with access requirements turn up unannounced, FOH Manager to be called to enable access to cinemas lift.</p> <p>All doors to be manned by a member of staff and staff will be informed of advance wheelchair user bookings.</p>	<u>1</u>	<u>4</u>	<u>Y</u>
<u>3</u>	Audience placing drinks and personal belongings near them whilst watching show.	Slip, trip, fall, injury.	Items being placed in walkways.	<u>3</u>	<u>4</u>	<u>N</u>	Ushers to keep an eye on items blocking walkways and to remove or ask owners to remove items causing danger or obstruction.	<u>1</u>	<u>4</u>	<u>Y</u>

# HOME

			Items being placed on circle or upper circle barrier.				Ushers to ensure no items including drinks are left on the circle or upper circle barriers and to ask people to move their drinks or belongings if this occurs.			
			Drinks being spilt on floors.				Ushers to ensure there are no slip hazards from spilt drinks and to clear up hazardous spillages as soon as possible or to cordon off areas that are dangerous.			
							Front of House Managers are trained First Aiders.			

## Backstage Theatre Visits – Engagement

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Moving from ground floor foyer to backstage areas	Slips, trips, falls.	Unfamiliar surroundings. Dangerous walkways. Obstructed walkways. Trailing cables. Spillages. No supervision. Young people running / behaving inappropriately. Poor lighting.	<u>3</u>	<u>4</u>	<u>N</u>	Backstage area to be checked prior to tours and made safe. Trailing cables to be made safe or removed. All obstructions to be removed or pointed out to walk around or avoided entirely. All spillages to be cleared up or area avoided.  Groups to be briefed before entering backstage area.  Young people to be under close supervision of accompanying adults and behaving appropriately.  FOH to ensure theatre lights are appropriately illuminated when young people enter and depart. If no lighting available, area to be avoided unless it can be safely lit with torches.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>
		Visitors with disability	No staff supervision/ support.	<u>2</u>	<u>5</u>	<u>N</u>	All doors to be manned by a member of staff and staff.	<u>1</u>	<u>5</u>	<u>Y</u>



# HOME

		unable to gain access.	Stage or set unsuitable or dangerous for wheelchair users or other audience members with specific access requirements.				<p>All tours to be run by fully briefed member of staff who has access to both theatre lifts through fob access.</p> <p>Groups requested to inform us in advance of any access requirements and staff to decide how to best cater for certain access needs. Specific risk assessments to be drawn up if required.</p> <p>Tech team to build ramps for access to stage if possible.</p>			
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## The Event Space Visits – Engagement

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Using outside terrace.	Items being thrown from terrace.	No supervision.	<u>2</u>	<u>4</u>	<u>N</u>	Groups to be supervised by a group leader/ teacher or member of HOME staff when using the event space.	<u>1</u>	<u>4</u>	<u>Y</u>
		Slip, trip, fall.	<p>Rain water causing slipping hazard.</p> <p>Drinks spilt causing slipping hazard.</p> <p>Young people running / undertaking dangerous activities e.g. handstands etc.</p> <p>No supervision</p>	<u>3</u>	<u>4</u>	<u>N</u>	<p>Terrace to be locked by FOH staff if it is not safe to access due to weather or other damage.</p> <p>HOME staff to supervise and clean up spillages as and when they occur.</p> <p>Young people to be supervised.</p> <p>Front of House Managers are trained First Aiders.</p>	<u>1</u>	<u>4</u>	<u>Y</u>
<u>2</u>	Undertaking activities in event space including practical activity.	General public seeing physical workshop activity taking place through the windows - workshop	Blinds being up in space, enabling people to see in.	<u>4</u>	<u>4</u>	<u>N</u>	<p>Event space to only be used for physical activity if completely necessary and HOME staff to make judgement call on whether blinds should be closed for privacy.</p> <p>Workshop leaders also briefed to close blinds if necessary.</p>	<u>1</u>	<u>4</u>	<u>Y</u>

# HOME

		activity could include workshop participants being in compromising positions.  General public taking inappropriate photographs of activity taking place in the space.		<u>3</u>	<u>4</u>	<u>N</u>		<u>1</u>	<u>4</u>	<u>Y</u>
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## Gallery Visits – Engagement

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Temporary walls	Walls may collapse fully or partly, injuring visitors and damaging artwork.	Inadequate construction materials and methods used to build walls.	<u>2</u>	<u>5</u>	<u>N</u>	Walls to be built by a competent person using proper methods, tools and fixtures & fittings. Specialists to be fully briefed and supervised by Exhibitions Coordinator.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>2</u>	Ceiling mounted projectors	Projector may fall from ceiling, injuring staff or visitors and damaging projector.	Projector is not properly fixed to the ceiling.	<u>2</u>	<u>5</u>	<u>N</u>	Projector to be installed by a competent person using proper methods, tools and fixtures & fittings.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>3</u>	Wall mounted artwork.	Artwork may fall from wall, injuring staff or visitors and damaging artwork.	Artwork not properly fixed to the wall.	<u>2</u>	<u>5</u>	<u>N</u>	Artwork to be installed by a competent person using proper methods, tools and fixtures & fittings.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>4</u>	Wall mounted LED / TV screens screens.	Screens may fall from wall, injuring staff or visitors and damaging artwork.	Screens not properly fixed to the wall.	<u>2</u>	<u>5</u>	<u>N</u>	Screens to be installed by a competent person using proper methods, tools and fixtures & fittings.	<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

<u>5</u>	All electrical equipment	Electrical appliances may electrocute visitors or staff	Faulty equipment or inadequate installation	<u>2</u>	<u>5</u>	<u>N</u>	Used equipment is regularly PAT tested. All AV equipment is installed by a competent person. Where possible appliances will be located back-of-house.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>6</u>	Trailing cables	Visitors or staff may trip over power cables.	Unfastened cables stretched across the floor.	<u>3</u>	<u>3</u>	<u>N</u>	No cables will be run along the floorspace.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>7</u>	Floor mounted artwork.	Visitors May push artwork, tipping it over and injuring staff or visitors.	The artwork is tall and not fixed to the floor.	<u>4</u>	<u>3</u>	<u>N</u>	The artwork is sufficiently deep and heavy enough to make it stable. Invigilators will patrol the galleries and be told to monitor visitors when interacting with sculpture.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>8</u>	Installation of valuable artwork	Equipment or artwork may be stolen or damaged by visitors	Insecure installation resulting in items being easily removed	<u>4</u>	<u>3</u>	<u>N</u>	All artwork installed using security fixings by a competent person.  Gallery to be monitored by invigilators and FOH staff, especially during large group visits.	<u>1</u>	<u>3</u>	<u>Y</u>

## Practical Workshops – Engagement

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Undertaking practical activities.	Slips, trips, falls, injury	Work area not managed effectively (objects left lying on floor etc.)	<u>3</u>	<u>4</u>	<u>N</u>	Event staff and accompanying adults to ensure that the work space is always managed correctly. All objects / materials to be stored safely during event and floor space kept clear.  Objects/ furniture (e.g. chairs & tables) to be secured/ positioned correctly.  Cleaning team to be notified of any visits outside of normal hours.	<u>1</u>	<u>4</u>	<u>Y</u>
			Wet floor from spillages or mopping.	<u>3</u>	<u>4</u>	<u>N</u>	To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry.  HOME staff to ensure floor is free from spillages and to clean up fresh spillages as they occur.	<u>1</u>	<u>4</u>	<u>Y</u>

							Front of House Managers are trained First Aiders.			
<u>2</u>	Undertaking physical activities	Slips, trips, falls, injury	No supervision. Poor activity briefing. Inappropriate room booking. Misbehaviour or over excitement of participants. No supervision.	<u>4</u>	<u>4</u>	<u>N</u>	Participants to be supervised at all times and to be fully briefed on undertaking activities safely.  Appropriate rooms to be booked for physical activities and room to be made safe and appropriate for specific activities.  Workshop leaders to monitor participant interaction and to stop activities if individuals are creating a danger to others or to themselves.  All activity to be supervised by HOME staff/ trained workshop leader.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>
		Safeguarding issues around inappropriate touch.	Lack of staff safeguarding training and physical activity training.  Staff ignorance around working with certain vulnerable groups of participants.  Staff ignorance of religious beliefs and customs	<u>2</u>	<u>4</u>	<u>N</u>	All HOME staff including contracted freelancers (workshop leaders) to be fully brief on HOME's Child Protection and Safeguarding Policy and to be briefed by HOME staff regarding specific activities and appropriate touch.  When vulnerable groups are involved, HOME staff will work with service group leader/ teacher etc to ensure that activities are appropriate.  All staff and workshop leaders to have understanding of appropriate and inappropriate workshop activities depending on specific religious beliefs and customs and to tailor group activities as and when appropriate.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>3</u>	Moving equipment/boxes	Injury	No manual handling training.	<u>2</u>	<u>4</u>	<u>N</u>	Young people not to attempt any MH tasks.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>4</u>	Working at height	Injury	No training.	<u>1</u>	<u>4</u>	<u>Y</u>	Young people to be advised not to stand on furniture or use steps.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>5</u>	Working with electronic equipment	Electrical faults causing injury/ fire	Misuse of equipment.	<u>3</u>	<u>5</u>	<u>N</u>	Speakers/ artists/ workshop leaders to be trained in how to use equipment.  Participants to be trained in how to use equipment.	<u>1</u>	<u>5</u>	<u>Y</u>

		Slips, trips, falls	Lack of equipment servicing/ maintenance. No supervision. Electrical cabling not taped down to floor. Equipment left in hazardous areas.	<u>4</u>	<u>4</u>	<u>N</u>	Equipment to be PAT tested and checked regularly. Young people to be under close supervision of accompanying adults and HOME staff and to be behaving appropriately. All cabling to be taped down to floor before start of event First Aid qualified member of HOME staff in the building at all times. All staff to be briefed on safe working practice and to be responsible for ensuring participants follow safe procedures.	<u>1</u>	<u>4</u>	<u>Y</u>
		Blocked fire escape routes and main exits	Equipment set up in fire evacuation path or too much equipment set up, blocking all exits.	<u>2</u>	<u>5</u>	<u>N</u>	Staff to be briefed on fire evacuation routes and to ensure there are clear exit paths at all times. Selected Front of House staff are trained fire marshals.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>6</u>	Working with cutting implements (eg. scissors / knives)	Injury	Misuse of implements. No supervision.	<u>3</u>	<u>3</u>	<u>N</u>	Group to be trained in how to use implements. Young people to be under close supervision of accompanying adults and behaving appropriately. First Aid qualified member of HOME staff in the building at all times.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>7</u>	Working with arts materials	Spillage, slips, trips, injury (including cutting injuries).	Misuse of materials. No supervision.	<u>3</u>	<u>3</u>	<u>N</u>	Group to be trained in how to use materials. Young People to be under close supervision of accompanying adults and behaving appropriately. Non-toxic materials and adhesives to be used. First Aid qualified member of HOME staff in the building at all times.	<u>1</u>	<u>3</u>	<u>Y</u>

## Use of the dressing rooms – Engagement

# HOME

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Getting into costume, evaluation/feedback	Inappropriate interaction with young people in a state of undress.	Staff, volunteer helpers or members of the public going into the dressing room while students are changing.	<u>2</u>	<u>4</u>	<u>N</u>	Staff and volunteers to be briefed not to enter dressing rooms when students are getting changed, unless an emergency situation occurs that requires entry.	<u>1</u>	<u>4</u>	<u>Y</u>
		Young people being injured.	Lack of supervision	<u>3</u>	<u>3</u>	<u>Y</u>	Two staff members to wait outside dressing room when students changing to ensure nobody enters. Young people briefed to not wander off.	<u>2</u>	<u>3</u>	<u>Y</u>
		Young people getting lost.					Two members of staff to wait outside dressing rooms when students are changing to ensure students don't wander off into restricted areas/ get lost.			
		Young people behaving inappropriately with each other.	Obstacles on the floor Spillages	<u>3</u>	<u>4</u>	<u>N</u>	Expectation of good behaviour to be discussed at student briefing. Participants briefed to keep dressing rooms tidy and to inform staff if spillages as the occur. To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry. Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>
		Slips, trips, falls, injury								

## COVID-19 Specific Risks

NO	TASK	HAZARD	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Visiting HOME	Transmission of COVID	Inadequate implementation of cleaning / social distancing / use of PPE / following of HOME's COVID policies and procedures.	<u>3</u>	<u>5</u>	<u>N</u>	HOME's Covid-19 Policy shared and implemented.  All staff, visitors and participants to follow hands, face and space guidance. Visitors are to wear a mask when in the venue apart from when consuming food and drink or if they are exempt. Regular hand washing encouraged,	<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

							and hand sanitising stations provided. Visitors to adhere to social distancing including one way and queuing systems where applicable.			
							HOME to provide additional PPE – visors, wipes, hand sanitiser. Regular cleaning of HOME building and spaces.			
<u>2</u>	Workshop activity – meeting individuals in an indoor space outside of normal household/bubble	Transmission of COVID	Inadequate implementation of cleaning / social distancing / use of PPE / following of HOME’s COVID policies and procedures.  Inappropriate workshop activity e.g. sharing props / physical contact	<u>3</u>	<u>5</u>	<b>N</b>	Staff to be sent HOME’s Lateral Flow Test (LFT) policy and be encouraged to take an LFT test prior to attending session.  Activity planned to minimise risk of transmission.  All staff and participants to wear face masks unless they are exempt.  Regular handwashing encouraged.  Staff and participants told not to attend if they display COVID symptoms.  HOME staff to provide additional PPE – visors, wipes and hand sanitiser.  Equipment/ props sharing to be limited and all shared items to be wiped down by staff between usage by different people.  HOME’s Covid-19 Policy shared and implemented.  Group size for workshops limited to 40 including participants and staff to allow for appropriate social distancing in the workshop space. Group to be split into groups of 15 for building tours.  Staff to undertake Return to Work assessment and not attend if they are symptomatic.  Staff and participants told to follow test and trace / government advice if they develop symptoms and / or told to isolate before or after the workshop.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>3</u>	Lunch breaks – consuming food	Transmission of COVID	Sharing of food  Inadequate cleaning of areas where food is consumed.	<u>3</u>	<u>5</u>	<b>N</b>	If meals provided by HOME, individual meals to be served to participants in separate boxes/ on separate plates.	<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

			Inadequate social distancing during lunch breaks				If refreshments provided by HOME, individual bottles of water and snacks provided or people to bring their own. Food consumed with appropriate social distancing in place.  Regular hand washing encouraged, and additional hand sanitiser provided.			
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