

RISK ASSESSMENT FOR YOUTH FESTIVAL at WYSING ARTS CENTRE



Activity Assessed:	Youth Festival
Dates Of Activity:	26 October
Typical duration of activity & frequency:	1 – 6 hours
Activities Assessed:	Site tour, workshops, young people roaming site
Number of people involved in the event:	Up to 50 young people (age 12 – 18) plus youth workers, some parents/guardians
Location of event:	Wysing Arts Centre Fox road, Bourn CB23 2TX
Groups at Risk:	Participants, lead artist, Group Leaders, Carers, staff, and other attendees
Risk Assessment Carried out By:	Lucy Shipp
Date Risk Assessment Prepared	30 September 2022
Notes:	This assessment considers any hazards specific to the activity greater than everyday hazards such as slipping, tripping or falling on stairs, trapping fingers in doors and cuts and bruises which are inherent in all environments. It also considers any hazards specific to COVID-19, in respect of staff, artist and participant safety in order to prevent spread of the virus.

RATIONALE

- This risk assessment has been compiled to protect people from real harm and suffering through practical steps, in line with the UK's Health & Safety Executive (HSE)
- The event plan seeks to balance the unachievable aim of absolute safety, and the kind of poor management of risk that damages lives
- The event seeks to give young people autonomy and responsibility to explore their own creative interests, in an environment where risks are managed as much as possible
- Covid-19 note: the risk around covid-19 is factored on the current/anticipated situation, as of September 2022. The risk assessment will be adjusted in light of any changes to the anticipated situation.
- It is the responsibility of the person booking (parent/guardian/youth worker) to ensure they understand and agree to the plans put in place to minimise potential risks during the event at Wysing, and undertake their own assessment of risk for the young person/people they intend on bringing to the event.
- Wysing Arts Centre has made this information available to support Group Leaders, Parents and Guardians to ensure the health and welfare of the young people they are booking places for. For Group Leaders, Parents and Guardians, Wysing can provide assistance in helping to identify any additional risks posed by any young people they are intending on bringing to the event.

What is the Hazard?	Who might be harmed?	What are we already doing?	Risk Factor with checks in place (L=low; M=medium; H=high)	What further action is necessary?
GENERAL ACCIDENTS				
Injury or electric shock from using electrical equipment e.g. Projectors, laptops, exhibition installation, Polyphonic recording studio	Participants, Artists, Group Leaders, Carers & staff	<ul style="list-style-type: none"> • Wysing staff set up all extension leads and electrical equipment • Cover & tidy cables • All equipment is PAT tested inc. Suppliers' equipment • technical staff receive health & safety induction • Lead staff member checks set up of workshop before and during event. 	Likelihood: L Severity: H	Lead staff checks workshop set up before and during event Annual PAT testing
Slipping on paper or other rubbish or materials on floor during workshops	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> • Area supervised by staff during workshops • Staff to check space periodically during workshop • Waste bin for rubbish • Rubbish tidied regularly 	Likelihood: L Severity: L	Checking and tidying during workshop Induction for participants/artists/external staff
Tripping on Cables during events	Participants, Artists, group leaders, carers & staff	<ul style="list-style-type: none"> • Trailing cables kept to a minimum. Cable protectors used during set-up 	Likelihood: L Severity: L	
Injury or death caused by accidental Fire	Participants, Artists, staff and other users of the site	<ul style="list-style-type: none"> • NO SMOKING POLICY in all buildings • Designated smoking areas outdoors • Fire alarms system in place, additional fire extinguishers in place, emergency evacuation procedures in place. • Positioning of lights and other heat generating equipment will be such that they do not present any additional fire risk. 	Likelihood: L Severity: H	Weekly fire checks and before events Induction for participants/artists/external staff on arrival
Choking on materials, food items and drinks	Participants, Artists, Group	<ul style="list-style-type: none"> • Wysing staff supervise areas where eating likely to take place 	Likelihood: L Severity: H	

	Leaders, carers and staff	<ul style="list-style-type: none"> • First aider on site 		
Cuts and grazes on materials and equipment	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> • Participants receive Induction to use of materials in workshops as relevant • Sharp objects only given to responsible adults • First aider on site 	Likelihood: L Severity: L	Participants receive induction to use of materials in workshop as relevant
OUTDOOR HAZARDS				
Tripping and falling on uneven ground, when walking round site	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> • Parents/Guardians/youth workers and young people are alerted to the uneven ground on booking and on arrival • First aid point at Reception noted in induction. • Mown pathways. Young people and visitors advised to stick to paths 	Likelihood: L Severity: M	Information about nature of site provided on booking Site induction provided on arrival
Injury caused by activity near fragile artworks and structures	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> • Site Induction to participants on arrival and booking • Damaged artworks cordoned off • Weekly checks of artworks and buildings • Invigilator in the exhibition space • First aider on site 	Likelihood: L Severity: H	Information about nature of site provided on booking Site induction provided on arrival
Danger to due to moving vehicles and car park	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> • activities take place away from car park • Parents/Guardians/youth workers and young people are alerted to hazard on booking and on arrival • Roaming stewards identify any potential hazards and report to staff to mitigate risk as appropriate • Site Manager supervises any moving large moving vehicles & deliveries 	Likelihood: L Severity: H	Information about nature of site provided on booking Site induction provided on arrival
Poisonous plants, trees and fungi	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> • Activities involving nature indicate briefing not to pick or eat any plant matter • Hands washed after outdoor activities 	Likelihood: L Severity: H	Information about nature of site provided on booking Site induction provided on arrival

		<ul style="list-style-type: none"> • Parents/Guardians/youth workers and young people are alerted to hazard on booking and on arrival 		
Splinters and injury in Wysing's two wooden buildings, Amphis and Shack, and other wooden structures	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> • Regular maintenance checks in advance of Festival minimise risk • First floor of Amphis is out of bounds- clearly signposted • Activities in Amphis are supervised, with the door locked when no adults are in the space • Information on hazards included on booking and on arrival • Roaming stewards identify any potential hazards and report to staff to mitigate risk as appropriate • First aider on site 	Likelihood: L Severity: M	Information about nature of site provided on booking Site induction provided on arrival
SAFEGUARDING RISKS				
Participants leave the designated event area when working on site and go missing/ get lost or wander onto road	Participants	<ul style="list-style-type: none"> • Parent/guardians/group leaders are made aware of safeguarding measures in place in advance, and on booking forms so they are empowered to make judgement calls on suitability of programme and risks • Parent/guardians/group leaders are invited on site into the parent/guardian/youth leader space so they can check in with young people throughout day if desired / felt necessary • Event attendees receive induction to site and event on arrival • Stewards and support staff on site (with DBS checks) are on hand to keep an eye on young people, and can undertake visual checks in case of lost person 	Likelihood: L Severity: H	Lead staff member supports artists and session Event briefing covers health, safety and safeguarding measures so all staff and artists aware Mitigation measures provided to parents/guardians/group leads in advance. Code of conduct provided on booking, and during induction. Induction to site and event given on arrival to event

		<ul style="list-style-type: none"> • Wysing will be closed to the public, and staff will approach any lone adults • Emergency contact info is provided for each young person attending (either on registration or held by group leader attending the event) • Meeting point at reception for lost young people • Individuals agree 'code of conduct' on sign up to event • Designated staff on call during session to support potential incidents • Site tours end before sunset • If there is concern that someone has left the premises in suspicious circumstances, Senior Manager should be alerted immediately. The police should then be called. Parents/Carers should be informed immediately. A search of the site will take place. • Roaming stewards identify any potential hazards and report to staff to mitigate risk as appropriate • Young people attending through youth groups remain the responsibility of the associated youth group/leader. Any groups attending provide a minimum 1:12 adult to child ratio with at least 1 DBS checked staff member. If group deems the young person/people they are bringing pose an additional risk to themselves/others, then a higher adult:child ratio should be maintained by the group. 		<p>Child Protection officer to be informed immediately of any incidents to be followed up urgently. All incidents reported within 24 hour</p> <p>All staff attending event are properly trained using the radios prior to event starting</p> <p>Participants/Parents/Guardians/Group Leads sign in and out of the event</p>
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Accident or Injury during travel organised by Wysing	Participants	<ul style="list-style-type: none"> • Wysing uses reputable taxi and travel companies, with Public Liability and insurance documents checked • All taxi and travel drivers are DBS checked • DBS checked chaperones will be booked when only one young person booked for travel • Wysing in regular communication with travel/taxi companies, followed up if they are late • Parent/Guardian informed immediately of any accident or injury during travel 	Likelihood: L Severity: H	<p>Travel information send through before the event</p> <p>Staff member checks taxi arrivals, and follows up in case of late/non arrivals.</p>
Attendee filmed or photographed without consent	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> • Code of conduct will be made available on booking and at induction • Photo consent sought on booking, and checked on arrival • Brightly coloured stickers provided to those without photo consent on arrival • Staff photographer will be briefed on Wysing's photo consent guidelines • Parents/guardians/youth workers who are concerned that Wysing staff may have taken a photo without consent can send a visual description of the person/s affected to info@wysingartscentre.org to ensure any images are deleted. 	Likelihood: L Severity: L	<p>Code of conduct available on booking and at induction</p> <p>Code of conduct displayed in workshop spaces</p> <p>Photo consent checked on arrival</p>

		<ul style="list-style-type: none"> • Film and photography signs are clearly displayed during event, with guidance for those who don't wish to be photographed 		
HEALTH HAZARDS				
Risk of contracting or spreading Covid 19	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> • No participants attend if they are displaying Covid-19 symptoms • If artist or staff displays Covid-19 symptoms in week following workshop, Wysing to be alerted so that action can be taken. Lead artist/staff member encouraged to take Covid-19 test 24hrs before event. • Wider Covid-19 situation monitored and plans adjusted as necessary • If artist, participant or staff displays Covid-19 symptoms on site, alert lead education manager to inform partner staff • Artist, participant, or staff member should discretely take themselves to private car and speak to lead staff member (Wysing) to establish fitness to drive or arrange alternative transport 	Likelihood: L Severity: M	Review wider Covid-19 risk adjust accordingly
Allergic reaction or medical conditions	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> • Any allergies are reported to Wysing on booking • Any food, equipment or materials that may cause allergies are clearly labelled with their ingredients • Groups bringing any person with an allergy or pre-existing medical condition should ensure their own first aid provision 	Likelihood: L Severity: H	First aider on site Food, materials and equipment that may cause allergies are clearly labelled

		<ul style="list-style-type: none">• Parents/Guardians booking on young people with allergies or pre-existing medical condition should ensure they indicate this on booking by using the relevant form, and should ensure that they and the young person are familiar with the first aid provision planned for the event		
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