

## RISK ASSESSMENT FOR YOUTH FESTIVAL at WYSING ARTS CENTRE

<b>Activity Assessed:</b>	<b>Youth Festival</b>
<b>Dates Of Activity:</b>	30 October
<b>Typical duration of activity &amp; frequency:</b>	1 – 6 hours
<b>Activities Assessed:</b>	Site tour, workshops, young people roaming site
<b>Number of people involved in the event:</b>	Up to 80 young people (age 12 – 18) plus youth workers, some parents/guardians
<b>Location of event:</b>	Wysing Arts Centre Fox road, Bourn CB23 2TX
<b>Groups at Risk:</b>	Participants, lead artist, Group Leaders, Carers, staff, and other attendees
<b>Risk Assessment Carried out By:</b>	Michaela D'Agati
<b>Date Risk Assessment Prepared</b>	5 September 2024
<b>Notes:</b>	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 2024.
- It is the responsibility of the person booking (parent/guardian/youth worker/group leader) 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, youth workers, parents/guardians to ensure the health and welfare of the young people they are booking places for. Wysing can provide assistance in helping group leaders, youth workers, parents/guardians 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?
<b>GENERAL ACCIDENTS</b>				
Injury or electric shock from using electrical equipment e.g., Projectors, laptops, installations, Polyphonic recording studio	Participants, Artists, Group Leaders, Carers & staff	<ul style="list-style-type: none"> <li>Wysing staff set up all extension leads and electrical equipment</li> <li>Cover &amp; tidy cables</li> <li>All equipment is PAT tested inc. Suppliers' equipment</li> <li>technical staff receive health &amp; safety induction</li> <li>Lead staff member checks set up of workshop before and during event.</li> </ul>	Likelihood: L Severity: H	Lead staff checks workshop set up before and during event  Annual PAT testing
Slips & trips on rubbish or spills	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>Areas supervised by staff during use</li> <li>Staff to check space periodically during use</li> <li>Waste bins provided for rubbish</li> <li>Clean spills up immediately</li> <li>Cleaning equipment on hand</li> </ul>	Likelihood: L Severity: L	Checking and tidying during use  Induction for participants/artists/external staff
Tripping on Cables during events	Participants, Artists, group leaders, carers & staff	<ul style="list-style-type: none"> <li>Trailing cables kept to a minimum.</li> <li>Cable protectors used during set-up</li> </ul>	Likelihood: L Severity: L	Checks before event and monitored during
Fire	Participants, Artists, Group Leaders, carers, staff and other users of the site	<ul style="list-style-type: none"> <li>NO SMOKING POLICY in all buildings</li> <li>Designated smoking areas outdoors</li> <li>Fire alarms system in place, additional fire extinguishers in place, emergency evacuation procedures in place.</li> <li>Positioning of lights and other heat generating equipment will be such that they do not present any additional fire risk.</li> </ul>	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 Leaders, carers, and staff	<ul style="list-style-type: none"> <li>Wysing staff supervise areas where eating likely to take place</li> <li>First aider on site</li> </ul>	Likelihood: L Severity: H	Administering of first aid to be recorded in accident book
Cuts and grazes on materials and equipment	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>Participants receive Induction to use of materials in workshops as relevant</li> <li>Sharp objects only given to responsible adults</li> <li>First aider on site</li> </ul>	Likelihood: L Severity: L	Participants receive induction to use of materials in workshop as relevant  Administering of first aid to be recorded in accident book

People taken ill during event	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• First aid provision on site</li> <li>• Emergency contact kept on record for all young people on site</li> </ul>	Likelihood: L Severity: L	Administering of first aid to be recorded in accident book
Injury caused by carrying heavy equipment	Staff	<ul style="list-style-type: none"> <li>• Two persons to handle heavy loads</li> <li>• Use trolley moving aids or similar wherever possible</li> <li>• Manual handling training &amp; induction</li> </ul>	Likelihood: M Severity: M	n/a
<b>OUTDOOR HAZARDS</b>				
Tripping and falling on uneven ground, when walking round site	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Parents/Guardians/youth workers/young people are alerted to the uneven ground on booking and on arrival.</li> <li>• First aider on site</li> <li>• Mown pathways. Young people and visitors advised to stick to paths</li> </ul>	Likelihood: L Severity: M	Administering of first aid to be recorded in accident book
Injury caused by activity near fragile artworks and structures	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Parents/Guardians/youth workers/young people are alerted to hazards on booking and on arrival.</li> <li>• Damaged artworks cordoned off.</li> <li>• Weekly checks of artworks and buildings</li> <li>• Staff monitor/invigilate activities around artworks.</li> <li>• First aider on site</li> </ul>	Likelihood: L Severity: H	Administering of first aid to be recorded in accident book
Danger due to moving vehicles and car park	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Activities take place away from car park/road.</li> <li>• Parents/Guardians/youth workers/young people are alerted to hazard on booking and on arrival.</li> <li>• Site Manager supervises any moving large moving vehicles &amp; deliveries</li> </ul>	Likelihood: L Severity: H	Forewarning of any expected deliveries or movement of large vehicles on site outside of normal comings and goings.
Poisonous plants, trees, and fungi	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Activities involving nature indicate briefing not to pick and/or eat any plant matter</li> <li>• Poisonous plant indicator handout to identify plants to avoid</li> <li>• Hands washed after outdoor activities</li> <li>• Parents/Guardians/youth workers and young people are alerted to hazard on booking and on arrival</li> </ul>	Likelihood: L Severity: H	Regular site checks for plants that are poisonous (identification and location)

Bites & stings (e.g., bees, wasps, stinging nettles)	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Activities involving nature indicate briefing not to catch or touch bugs/bees/wasps.</li> <li>• Stinging plants indicated so group knows to avoid.</li> <li>• Suitable clothing advised pre. Attending e.g. long trousers, closed footwear</li> <li>• Hands washed after outdoor activities.</li> <li>• Parents/Guardians/youth workers and young people are alerted to hazard on booking and on arrival</li> </ul>	Likelihood: L Severity: H	<p>Any bees/wasps' nests cleared by pest control if in an area the public utilise.</p> <p>Promote a positive approach to biodiversity of site, one to be observed but not interfered with</p>
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"> <li>• Regular maintenance checks in advance of events to minimise risk</li> <li>• First floor of Amphis is out of bounds- clearly signposted</li> <li>• Activities in Amphis are supervised, with the door locked when no adults are in the space</li> <li>• Parents/Guardians/youth workers/young people are alerted to hazard on booking and on arrival.</li> <li>• First aider on site</li> </ul>	Likelihood: L Severity: M	<p>Ongoing maintenance of buildings</p> <p>Administering of first aid to be recorded in accident book</p>
Weather & elements	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Weather conditions monitored prior &amp; during event.</li> </ul> <p>If hot:</p> <ul style="list-style-type: none"> <li>• Weather updates sent to participants prior to attending event as a reminder of what to bring in response to weather (i.e., sun cream/hat/water bottle)</li> <li>• Activities take place indoors or in the shade wherever possible, avoiding being in direct sunlight during peak hours (12-3)</li> <li>• Water readily available</li> <li>• Work in room with blinds drawn, fans on or windows &amp; doors open.</li> </ul> <p>If wet:</p> <ul style="list-style-type: none"> <li>• Weather updates sent to participants prior to attending event as a reminder of what to</li> </ul>	Likelihood: L Severity: M	<p>Weather conditions regularly monitored</p> <p>Cancellation of events considered in extreme weather circumstances. Decisions made by Senior Staff</p>

		<p>bring in response to weather (i.e., coat, umbrella/suitable shoes)</p> <ul style="list-style-type: none"> <li>• Indoor weather plans where needed.</li> <li>• Avoid going outside if raining heavily.</li> <li>• Do not go outdoors if thunder/lightning/hail or strong winds</li> </ul>		
Falling branches/trees, sharp branches, and thorns	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Regular site checks in advance of events to minimise risk.</li> <li>• Activities involving nature indicate safety briefing of being in woodland.</li> <li>• Attendees supervised at all times if working in nature/outside.</li> <li>• Parents/Guardians/youth workers/young people are alerted to hazard on booking and on arrival.</li> <li>• First aider on site</li> </ul>	Likelihood: L Severity: M	<p>Ongoing site management undertaken of trees</p> <p>Administering of first aid to be recorded in accident book</p>
<b>SAFEGUARDING RISKS</b>				
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"> <li>• 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.</li> <li>• 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/necessary.</li> <li>• 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.</li> <li>• Wysing will be closed to the public, and staff will approach any lone adults.</li> <li>• Emergency contact info is provided for each young person attending (either on registration or held by group leader attending the event)</li> </ul>	Likelihood: L Severity: H	<p>Lead staff &amp; support staff supports artists and sessions</p> <p>Event briefing covers health, safety and safeguarding measures so all staff and artists aware</p> <p>Mitigation measures provided to parents/guardians/group leads in advance.</p> <p>Code of conduct provided on booking, and during induction.</p> <p>Induction to site and event given on arrival to event</p> <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 have phones on them and/or are properly trained using the radios prior to event starting</p>

		<ul style="list-style-type: none"> <li>• Meeting point at reception for lost young people.</li> <li>• Individuals agree 'code of conduct' on sign up to event.</li> <li>• Designated staff on call during session to support potential incidents.</li> <li>• Site tours end before sunset</li> <li>• 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.</li> <li>• Roaming stewards identify any potential hazards and report to staff to mitigate risk as appropriate.</li> <li>• 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.</li> <li>• Wysing staff can be reached via WhatsApp and/or radios.</li> <li>• Participants/parents/guardians given wristbands to identify them as being part of the festival.</li> <li>• Participants/parents/guardians sign in and out of the event.</li> </ul>		
Accident or Injury during travel organised by Wysing	Participants	<ul style="list-style-type: none"> <li>• Wysing uses reputable taxi and travel companies, with Public Liability and insurance documents checked.</li> <li>• All taxi and travel drivers are DBS checked</li> </ul>	Likelihood: L Severity: H	Travel information sent through before the event  Staff member checks taxi arrivals and follows up in case of late/non arrivals.

		<ul style="list-style-type: none"> <li>• DBS checked chaperones will be booked when only one young person booked for travel</li> <li>• Wying in regular communication with travel/taxi companies, followed up if they are late</li> <li>• Parent/Guardian informed immediately of any accident or injury during travel</li> </ul>		
Attendee filmed or photographed without consent	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> <li>• Code of conduct will be made available on booking and at induction.</li> <li>• Photo consent sought on booking and checked on arrival.</li> <li>• Brightly coloured stickers provided to those without photo consent on arrival.</li> <li>• Staff photographer will be briefed on Wying's photo consent guidelines.</li> <li>• Parents/guardians/youth workers who are concerned that Wying staff may have taken a photo without consent can send a visual description of the person/s affected to <a href="mailto:info@wyingartscentre.org">info@wyingartscentre.org</a> to ensure any images are deleted.</li> <li>• Film and photography signs are clearly displayed during event, with guidance for those who don't wish to be photographed</li> </ul>	Likelihood: L Severity: L	Code of conduct available on booking and at induction  Code of conduct displayed in workshop spaces.  Photo consent checked on arrival
Wying is an open site (i.e., not enclosed by walls or fences)	Participants	<ul style="list-style-type: none"> <li>• Parent/guardians/group leaders/young people are made aware of the nature of the site, its suitability to participants attending, and our safeguarding measures in place in advance, and on booking forms so they are empowered to make judgement calls on suitability of programme and risks.</li> <li>• Site visits made available to anyone wanting to check the suitability of the site prior to the event.</li> <li>• Parent/guardians/group leaders are invited on site into the parent/guardian/youth leader space so they can check in with</li> </ul>	Likelihood: L Severity: H	Event briefing covers health, safety and safeguarding measures so all staff and artists aware.  Child Protection officer to be informed immediately of any incidents to be followed up urgently. All incidents reported within 24 hour.  All staff attending have phones on them and/or are properly trained using the radios prior to event starting.

		<p>young people throughout day if desired/necessary.</p> <ul style="list-style-type: none"> <li>• Emergency contact info is provided for each young person attending (either on registration or held by group leader attending the event)</li> <li>• 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.</li> <li>• Roaming stewards identify any potential hazards and report to staff to mitigate risk as appropriate.</li> </ul>		
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**HEALTH HAZARDS**

Risk of contracting or spreading Covid 19	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> <li>• No participants attend if they are displaying Covid-19 symptoms</li> <li>• 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.</li> <li>• Wider Covid-19 situation monitored and plans adjusted as necessary</li> <li>• If artist, participant or staff displays Covid-19 symptoms on site, alert lead member of staff to inform wider team and attendee group</li> </ul>	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"> <li>• Any allergies are reported to Wysing on booking</li> <li>• Any food, equipment or materials that may cause allergies are clearly labelled with their ingredients</li> <li>• Groups bringing any person with an allergy or pre-existing medical condition should ensure their own first aid provision</li> </ul>	Likelihood: L Severity: H	<p>Food, materials, and equipment that may cause allergies are clearly labelled</p> <p>Administering of first aid to be recorded in accident book</p>



		<ul style="list-style-type: none"> <li>• 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</li> <li>• First aider on site</li> </ul>		
<b>CERAMICS STUDIO HAZARDS</b>				
Accidental ingestion of clay, dust or chemicals	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> <li>• No food or drink allowed in ceramics studio &amp; no eating or drinking</li> <li>• Washing hands after using clay or glazes</li> <li>• Use wet cloth to clean after activity</li> <li>• Signs to indicate usage policy</li> <li>• COSHH sheets for all glazes used</li> <li>• All chemicals stored in sealed containers and clearly labelled</li> <li>• Use of sweeping brushes and dustpans prohibited</li> <li>• Brief group to adhere to ceramics studio guidelines</li> <li>• First aider on site</li> </ul>	Likelihood: L Severity: M	<p>Brief group to adhere to ceramics studio guidelines</p> <p>Wet cloths to be used to clean &amp; all surfaces to be washed down with water after sessions</p> <p>Administering of first aid to be recorded in accident book</p>
Inhalation of ceramic or glaze powder	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> <li>• COSHH sheets for all glazes used</li> <li>• Glazes pre-mixed using mask where possible by ceramic technician/adult</li> <li>• Use of appropriate masks if mixing glazes with powder</li> </ul>	Likelihood: L Severity: M	Ceramics studio to be maintained by Ceramic Techs & Site Manager
Sickness from drinking water	Participants, Artists, Group Leaders, carers, and staff	<ul style="list-style-type: none"> <li>• Ceramics induction given to anyone using facility prior to event</li> <li>• Signage to indicate not to drink water</li> <li>• Monitored during session</li> </ul>	Likelihood: L Severity: M	Ceramics studio to be maintained by Ceramic Techs & Site Manager
Accident on wheels	Participants, Artists, Group Leaders, carers, and staff	<ul style="list-style-type: none"> <li>• Ceramics induction given to anyone using facility prior to event</li> <li>• Monitored during session if in use, supervised at all times</li> <li>• If not in use, wheels turned off</li> </ul>	Likelihood: L Severity: M	Ceramics studio to be maintained by Ceramic Techs & Site Manager

Kilns on	Participants, Artists, Group Leaders, carers, and staff	<ul style="list-style-type: none"> <li>Facility is not used if kilns are firing</li> <li>Facility is locked when kilns are firing</li> </ul>	Likelihood: L Severity: M	Ceramics studio to be maintained by Ceramic Techs & Site Manager
<b>POLYPHONIC RECORDING STUDIO HAZARDS</b>				
Electric shock	Participants, Artists, Group Leaders, Carers & staff	<ul style="list-style-type: none"> <li>Wysing staff set up all electrical equipment</li> <li>Cover &amp; tidy cables</li> <li>All equipment is PAT tested inc. Suppliers' equipment</li> <li>technical staff receive health &amp; safety induction</li> <li>Lead staff member checks set up of workshop before and during event</li> <li>Young people are supervised while using the facility at all times</li> <li>Induction to participants on safe use of equipment</li> </ul>	Likelihood: L Severity: H	Lead staff checks workshop set up before and during event  Annual PAT testing  Area supervised by staff
Working in a small space	Participants, Artists, Group Leaders, Carers & staff	<ul style="list-style-type: none"> <li>Group numbers are limited to max. 5 (including technical lead staff)</li> <li>Induction to participants on safe working practice</li> <li>Area supervised by staff</li> <li>Space is kept as clear as possible, with trailing cables kept to a minimum and only equipment required for the session in the room</li> <li>Rubbish tidied regularly</li> </ul>	Likelihood: L Severity: L	Area supervised by staff  Checking and tidying during workshop  Induction for participants/artists/external staff
Loud noises	Participants, Artists, Group Leaders, Carers & staff	<ul style="list-style-type: none"> <li>Induction to participants on safe use of equipment and sound levels</li> <li>Young people are supervised while using the facility at all times</li> <li>Lead staff member checks set up of workshop before and during event</li> </ul>	Likelihood: M Severity: M	Area supervised by staff
<b>WORKSHOP SPECIFIC HAZARDS</b>				
Injury due to use of tools or sharps during workshop (e.g., scissors)	Participants, Artists, Group Leaders, carers, and staff	<ul style="list-style-type: none"> <li>Number of participants in an activity that needs to involve the use of sharps is kept</li> </ul>	Likelihood: L Severity: M	Trained artist to give induction to space at the start of the session.

		<p>to a controlled group size to be able to supervise all attendees at all times.</p> <ul style="list-style-type: none"> <li>• Participants receive induction to use of tools in workshops as relevant.</li> <li>• An age limit will be placed workshops using sharps (not suitable for under 12s)</li> <li>• Tools/sharps are counted out and in</li> <li>• First aider on site</li> </ul>		<p>Monitoring during session</p> <p>Administering of first aid to be recorded in accident book</p>
Use of art materials, come into contact with skin or eyes, ingestion, spillages	Participants, Artists, Group Leaders, carers, and staff	<ul style="list-style-type: none"> <li>• Only approved materials are used which are non-toxic and water based wherever possible. Products are used as per manufacturer's instructions.</li> <li>• Participants receive induction to use of materials in workshops as relevant.</li> <li>• Young people are supervised during workshop.</li> <li>• Aprons and/or gloves provided as necessary.</li> <li>• Everyone to be vigilant for signs of irritation/reaction throughout workshop.</li> <li>• Young people encouraged to thoroughly wash their hands after the activity.</li> <li>• Younger children closely supervised to avoid consumption.</li> <li>• Eating and drinking not encouraged during workshop session.</li> <li>• Staff regularly check and tidy during workshop.</li> <li>• Any spillage is cleaned up immediately and the floor is in a dry, safe condition.</li> <li>• First aider on site</li> </ul>	<p>Likelihood: L Severity: L</p>	<p>Area supervised by staff.</p> <p>Checking and tidying during workshop</p> <p>Induction for participants/artists/external staff</p> <p>Administering of first aid to be recorded in accident book</p>