

## RISK ASSESSMENT FOR YOUTH FESTIVAL at WYSING ARTS CENTRE

<b>Activity Assessed:</b>	<b>Youth Festival</b>
<b>Dates Of Activity:</b>	25 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 70 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>	27 September 2023
<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 2023.
- 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?
<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
Slipping on paper or other rubbish or materials on floor during workshops	Participants, Artists, Group Leaders, carers & staff.	<ul style="list-style-type: none"> <li>• Area supervised by staff during workshops</li> <li>• Staff to check space periodically during workshop</li> <li>• Waste bin for rubbish</li> <li>• Rubbish tidied regularly</li> </ul>	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"> <li>• Trailing cables kept to a minimum. Cable protectors used during set-up</li> </ul>	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"> <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	<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	

	Leaders, carers, and staff			
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
<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 and young people are alerted to the uneven ground on booking and on arrival</li> <li>• First aid point at Reception noted in induction.</li> <li>• Mown pathways. Young people and visitors advised to stick to paths</li> </ul>	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"> <li>• Site Induction to participants on arrival and booking</li> <li>• Damaged artworks cordoned off</li> <li>• Weekly checks of artworks and buildings</li> <li>• Invigilator in the exhibition space</li> <li>• First aider on site</li> </ul>	Likelihood: L Severity: H	Information about nature of site provided on booking  Site induction provided on arrival
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</li> <li>• Parents/Guardians/youth workers and young people are alerted to hazard on booking and on arrival</li> <li>• Roaming stewards identify any potential hazards and report to staff to mitigate risk as appropriate</li> <li>• Site Manager supervises any moving large moving vehicles &amp; deliveries</li> </ul>	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"> <li>• Activities involving nature indicate briefing not to pick and/or eat any plant matter</li> <li>• Hands washed after outdoor activities</li> </ul>	Likelihood: L Severity: H	Information about nature of site provided on booking  Site induction provided on arrival

		<ul style="list-style-type: none"> <li>• Parents/Guardians/youth workers and young people are alerted to hazard on booking and on arrival</li> </ul>		
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 Festival 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>• Information on hazards included on booking and on arrival</li> <li>• Roaming stewards identify any potential hazards and report to staff to mitigate risk as appropriate</li> <li>• First aider on site</li> </ul>	Likelihood: L Severity: M	Information about nature of site provided on booking  Site induction provided on arrival
<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 / felt necessary</li> <li>• Event attendees receive induction to site and event on arrival</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> </ul>	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"> <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> <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> </ul>		<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"> <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> <li>• DBS checked chaperones will be booked when only one young person booked for travel</li> <li>• Wysing 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>	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"> <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 Wysing's photo consent guidelines</li> <li>• 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 <a href="mailto:info@wysingartscentre.org">info@wysingartscentre.org</a> to ensure any images are deleted.</li> </ul>	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"> <li>• Film and photography signs are clearly displayed during event, with guidance for those who don't wish to be photographed</li> </ul>		
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, Wying 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 education manager to inform partner staff</li> <li>• Artist, participant, or staff member should discretely take themselves to private car and speak to lead staff member (Wying) to establish fitness to drive or arrange alternative transport</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 Wying 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	First aider on site  Food, materials and equipment that may cause allergies are clearly labelled

		<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> </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</li> <li>No eating or drinking allowed in ceramics studio</li> <li>Washing hands after using clay or glazes</li> <li>Use wet cloth to clean after activity</li> <li>Clean up after using studio</li> <li>Signs to indicate usage policy</li> <li>COSHH sheets for all glazes used</li> <li>All chemicals stored in original containers and clearly labelled</li> <li>Use of sweeping brushes and dustpans prohibited</li> <li>Brief group to adhere to ceramics studio guidelines</li> </ul>	Likelihood: L Severity: M	<p>Brief group to adhere to ceramics studio guidelines</p> <p>Wet cloths to be used to clean after sessions</p> <p>All surfaces to be washed down with water after sessions</p>
Inhalation of ceramic or glaze powder	Participants, Artists, Group Leaders, carers and staff	<ul style="list-style-type: none"> <li>Ceramics studio to be cleaned prior to use by Site &amp; Technical Manager</li> <li>COSHH sheets for all glazes used</li> <li>Glazes pre-mixed using mask where possible</li> <li>Use of appropriate masks if mixing glazes with powder</li> </ul>	Likelihood: L Severity: M	<p>Ceramics studio to be cleaned prior to use by Site &amp; Technical Manager</p> <p>Wet cloths to be used to clean after sessions</p> <p>All surfaces to be washed down with water after sessions</p>



		<ul style="list-style-type: none"> <li>No glazes to be used during workshop</li> </ul>		
Sickness from drinking water	Participants, Artists, Group Leaders, carers, and staff	<ul style="list-style-type: none"> <li>Trained artist to give induction to space at the start of the session</li> <li>Signage to indicate not to drink water</li> </ul>	Likelihood: L Severity: M	Trained artist to give induction to space at the start of the session
Accident on wheels	Participants, Artists, Group Leaders, carers, and staff	<ul style="list-style-type: none"> <li>Trained artist to give induction to space at the start of the session</li> <li>Wheels moved out of the way and signage attached to indicate no use</li> <li>Wheels not to be used during session</li> </ul>	Likelihood: L Severity: M	Trained artist to give induction to space at the start of the session  Monitoring during session
POLYPHONIC RECORDING STUDIO HAZARDS				
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</li> </ul>	Likelihood: L Severity: L	Area supervised by staff  Checking and tidying during workshop  Induction for participants/artists/external staff

		<p>minimum and only equipment required for the session in the room</p> <ul style="list-style-type: none"> <li>• Rubbish tidied regularly</li> </ul>		
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>	<p>Likelihood: M Severity: M</p>	Area supervised by staff
<b>WORKSHOP SPECIFIC HAZARDS</b>				
Injury due to use of tools or sharps during workshop (e.g., scissors, lino tools, scalpels, etching needles)	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 to a controlled group size to be able to supervise all attendees at all times</li> <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>Likelihood: L Severity: M</p>	<p>Trained artist to give induction to space at the start of the session</p> <p>Monitoring during session</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 manufacturers instructions</li> <li>• Participants receive induction to use of materials in workshops as relevant</li> <li>• Young people are supervised during workshop</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>

		<ul style="list-style-type: none"><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>		
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