

## Manx Folk Awards 2019 Risk Assessment

School name:	Telephone:		
Address where visit will take place:  Manx Folk Awards 2018 Douglas Youth Arts Centre & Rosemount Trinity Church Kensington Road  St Johns Methodist Church Hall St Johns  Postcode:	Fax:		
	Email:		
	Website:		
	Grid reference:		
Date of Risk Assessment:		Time of Risk Assessment:	
CARRIED OUT BY:		Signature	



Checklist:

- large doors (finger trapping)
- teachers to bring list of children present for fire safety/register
- teachers are responsible for risk assessing travel to and from venue
- awareness of fire equipment/fire exit routes
- emergency procedures – teachers to bring first aid kit, inhalers etc
- teachers to read, amend/add to risk assessment and sign before event

Severity	H	Fatality or serious injury/ damage.	Likelihood	H	Harm is certain to occur	Risk (S x L)	H x H = HIGH	H x M = HIGH	H x L = MED
	M	Lost time injury/damage		M	Harm will occur frequently		M x M = MED	M x L = MED	
	L	Minor injury/no injury/ damage		L	Harm will seldom occur		L x L = LOW		

Please note you must read and sign this risk assessment after reading and adding to/amending to suit your needs

Please remember that you have the option to complete a presite visit at the Douglas Youth Arts Centre, Rosemount Church or St John's Hall. Should you wish to do that to add to the risk information below please contact Jo Callister 686281 / 412223

Action taken ✓	Travel	POTENTIAL HAZARDS	Severity (H/M/L)	Likelihood (H/M/L)	Risk (H/M/L)	Control Measures Comments	RATING (With Controls)
	Getting in and out of cars, mini bus or coach.	Falling. Injury from other vehicles	M	M	M	Staff to maintain proper control on the bus/coach. Children stay on bus until instructed to get off. Stay on pavement due to traffic.	L
	Nearby Roads (Douglas and St Johns)	Traffic turning into junction	H	L	M	Supervision - teachers to make children aware of the road. Stay on pavement. Please ensure Pelican crossing is used in St Johns.	L

Action taken ✓	Inside the Youth Arts Centre	POTENTIAL HAZARDS	Severity (H/M/L)	Likelihood (H/M/L)	Risk (H/M/L)	Control Measures Comments	RATING (With Controls)
	Slips trips and falls on uneven floors and stairs	Child/adult misses a step or falls up or down steps.	M	L	M	Ensure teacher has first aid kit. Explain to children to hold on to hand rail whenever on stairs.	M
	Heavy doors	Child/adult's fingers become trapped.	L	M	M	Warn the group about the doors and make sure doors are held open for each other.	L
	Use of toilets - locking doors	Children become locked in or trap fingers	L	L	L	Warn the group about the doors and make sure doors are held open for each other. Children not to go to the toilet on their own.	L
	Fire or emergency	Fire breaks out and children have to leave in an emergency not knowing procedures	H	L	M	Before morning and afternoon sessions begin, complete fire procedure explaining where exits are. Teachers to have list of names of children in building to register off.	L
	Flip up chairs in the theatre	Children or adults could trap fingers	L	M	M	Children and adults to sit on seats correctly. Teachers to make children and adults aware after reading risk assessment.	L
	Height of pull out chairs in theatre	Children could fall through railings from top level	H	L	M	Adults to sit at the end of a row with younger children. Teachers to tell children about dangers and monitor	L

Action taken ✓	Inside the Rosemount Church	POTENTIAL HAZARDS	Severity (H/M/L)	Likelihood (H/M/L)	Risk (H/M/L)	Control Measures Comments	RATING (With Controls)
	Crossing the road from YAC to Rosemount church/ St Johns Hall	Someone getting knocked down by traffic	H	L	M	Teacher and adult helpers from school to be responsible for crossing over their own children,	L
	Slips trips and falls on uneven floors and stairs and pew steps	Child/adult misses a step or falls up or down steps.	M	L	M	Ensure teacher has first aid kit. Explain to children to hold on to hand rail whenever on stairs.	M
	Heavy doors	Child/adult's fingers become trapped.	L	M	M	Warn the group about the doors and make sure doors are held open for each other.	L
	Use of toilets - locking doors	Children become locked in or trap fingers	L	L	L	Warn the group about the doors and make sure doors are held open for each other. Children not to go to the toilet on their own.	L

	Stage at front of Church	Children falling from stage set up at front of church or tripping on steps	M	L	M	Children to be guided onto stage and off by adults and teachers. Teachers to warn the children beforehand	M
	Fire or emergency	Fire breaks out and children have to leave in an emergency not knowing procedures	H	L	M	Before morning and afternoon sessions begin, complete fire procedure explaining where exits are. Teachers to have list of names of children in building to register off.	L

Is More Information Required?	Yes/No	<b>OVERALL ASSESSMENT RESULT:</b>	H/M/L	
Authorised by:		Acceptable:	Yes/No	
Signature:		Further action required: (List below)	Yes/No	

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