

Arts Service Practitioners Working in Schools & the Community

Identify hazards

A. HAZARD	B. RISKS	C. RR	D. WHO MAY BE HARMED?	E. EXISTING CONTROL MEASURES	F. ADD CM?
Venue size/space obstructed or insufficient	Minor Injury Slip Trips & Falls	2	Arts Practitioner Pupil Staff	Practitioner to assess all hazards/risks at each visit using the Arts Service Safe Working Checklist, and to identify, implement and record appropriate control measures. See copy of checklist attached to this risk assessment.	No
Furniture or other items in the activity space	Minor Injury Trips & Falls	2	Arts Practitioner Pupil Staff	Practitioner to assess all hazards/risks at each visit using the Arts Service Safe Working Checklist, and to identify, implement and record appropriate control measures. See copy of checklist attached to this risk assessment.	No
Loose items such as cables, instruments, cameras, classroom resources in the activity space.	Minor Injury Slip Trips & Falls	2	Arts Practitioner Pupil Staff	Practitioner to assess all hazards/risks at each visit using the Arts Service Safe Working Checklist, and to identify, implement and record appropriate control measures. See copy of checklist attached to this risk assessment.	No
Spillages	Minor Injury Slip	2	Arts Practitioner Pupil Staff	Practitioner to assess all hazards/risks at each visit using the Arts Service Safe Working Checklist, and to identify, implement and record appropriate control measures. See copy of checklist attached to this risk assessment.	No
Electrical Equipment	Burn Electrocution	3	Arts Practitioner Children	Practitioner to assess all hazards/risks at each visit using the Arts Service Safe Working Checklist, and to identify,	No

	Shock		Pupil Staff	<p>implement and record appropriate control measures. See copy of checklist attached to this risk assessment.</p> <p>Electrical equipment should be PAT tested and in date. If found to be out of date, practitioner should notify school staff immediately (if equipment belongs to school) and use an alternative piece of kit. Practitioner's own equipment must not be used unless it is appropriately tested, passed and in date.</p>	
Workshop Participants	Allergic Reaction Hypo/Hyper Minor Injury Slip Trips & Falls	2	Arts Practitioner Pupil Staff	<p>Participants may cause harm to themselves or others due to their age, number or additional needs. Practitioners should check with school staff or guardians if there are any participants with ASN needs, medical conditions or allergies and should satisfy themselves that the school/guardian has provided sufficient support for those needs within the workshop or session.</p> <p>Practitioners should also specify safety measures specific to their workshop relating to participants such as type of clothing or footwear etc.</p> <p>See also attached Safe Working Checklist.</p>	No
Lone Working	Inappropriate behaviour Stress / anxiety	3	Arts Practitioner Pupil	<p>Wherever possible, practitioners should not be alone with a group of participants. All Arts Service Practitioners are fully PVG checked in case this circumstance arises. If the project</p>	No

				<p>is such that a practitioner works alone with vulnerable groups, they must work within the staff:pupil ratio as outlined by East Lothian Council. They must also satisfy themselves that they have sufficient support / point of contact within the school or centre in case of an emergency or any issues arising during the session. They should familiarise themselves with any medial / ASN needs of their participants and should ensure they are comfortable to manage these needs without staff support. Practitioners must stay up to date with child protection and safeguarding modules and policies according to ELC current requirements and should identify the venue's Dedicated Member of Staff (DMS) when commencing a project at a new establishment.</p> <p>See also Safe Working Checklist attached.</p>	
Specialist instruments, film kit and equipment	<ul style="list-style-type: none"> Bruise Choking Cut Eye injury Hearing injury Minor Injury Muscle strain Poisoning Repetitive strain injury 	2	Pupil	<p>Arts Service projects may use specialist equipment such as instruments (drums, percussion with beaters, pianos, wind/brass), craft materials (glue, scissors, paints, small craft parts), physical dance/sport equipment (balls, ribbons, hoops etc) and film-equipment (cameras, lighting, microphones), which could cause injury if not used correctly. Practitioners should use the Safe Working Checklist to identify, and control any such items specific to their projects. Musicians should also ensure that the volume of the activities fall within safe levels.</p>	No

Fire	Breathing difficulties Burn Death Injury Shock Stress / anxiety	3	Arts Practitioner Children Pupil Staff Visitor	Practitioners to familiarise themselves with the venue's fire alarm and evacuation procedures and to ensure their area is appropriately risk assessed prior to commencing the work. They should complete the safe working checklist attached to this risk assessment at the start of every session to ensure no fire hazards are present.	No
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Additional control measures

G. HAZARD	H. ADDITIONAL CONTROL MEASURES	C. RR AFTER CM
Venue size/space obstructed or insufficient		None
Furniture or other items in the activity space		None
Loose items such as cables, instruments, cameras, classroom resources in the activity space.		None
Spillages		None
Electrical Equipment		None
Workshop Participants		None
Lone Working		None
Specialist instruments, film kit and equipment		None

Fire		None
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Safe working procedures

Not required.

Reviews and sign-offs

Date of review/sign off	User	Type
26 October 2020	xxxZoe Murdoch	Review
10 May 2021	xxxLesley Smith	Sign off
10 November 2021	Charlotte McMillan	Review
20 May 2022	xxxLesley Smith	Sign off
01 June 2022	Charlotte McMillan	Review
01 June 2022	xxxLesley Smith	Sign off
21 November 2023	Charlotte McMillan	Review
27 November 2023	xxxLesley Smith	Sign off
27 March 2024	Charlotte McMillan	Review
01 May 2024	Amy Robinson	Sign off
22 November 2024	Charlotte McMillan	Review

22 November 2024	Charlotte McMillan	Review
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