



# Playhouse Theatre Company risk assessment 2024

Potential hazard/cause of concern	Likelihood of harm happening (low/medium/high)	Specific risk/concern (what could happen as a result of the hazard)	Action required	Action to be taken by when/ whom
<b>Organisation Programs/Activities</b>				
Lack of staff qualifications to organise activities for children	LOW	Poor practice could result in injury.	Make sure all staff have the required qualifications	All Staff
Lack of supervision	LOW	Children could go missing/ unsure of their location.	All children and adults will be supervised at all times. If needing a toilet we will be using a one in one out policy.	All staff and any members on site
Lack of guidance for trips, etc.	LOW	All slips and trip hazards will be clearly marked, all furniture will be at the side during performing rehearsals	To be aware of any trips and slips in the building, highlight them when required.	All staff
Poor practices, e.g. activities not age-appropriate	LOW	All materials will be age appropriate	Focusing on material that is relevant to peoples age	All staff
Inappropriate discipline	Low	All staff are trained in appropriate discipline, we have created a		Everyone

		behaviour policy which we ask all members to sign.		
<b>Personnel</b>				
Unqualified or untrained people in a role	Low	All staff are trained and have the skills to run classes/ rehearsals	Bringing best practice into classes and rehearsals	
Volunteers lack knowledge of and training in safeguarding	low	All volunteers will have the skills and knowledge needed	Directors will be training volunteers	Volunteers
Other adults with access to children, e.g., security or medical staff	low	None	None	None
<b>Complaints and discipline</b>				
Concerns about the behaviour of some adults and peers towards children	Medium	We have put in place a behaviour policy which adults and children sign	If they go against these policy's they will no longer be part of playhouse theatre company.	Everyone
Absence of complaints and disciplinary procedure within the organisation	low	Every complaint will be delt with swiftly and appropriatel y.	We take complaints very seriously and will address them as soon as it is brought to	Staff

			our attention	
<b>Reporting procedures</b>				
Lack of awareness of safeguarding policy/code of conduct	low	Safeguarding policy is regularly updated	Always available for any parent/staff	Everyone
Lack of procedures for reporting to local authorities/agencies, e.g., police, social services	low	Every incident will be logged and reported if necessary		Everyone
Lack of clear policies and procedures	low	All policies are clear and available		Everyone
Child/adults unsure how to report concerns and who to talk to	Low	Could have people not knowing who to talk to	We will make sure people know who the right people are and how they can speak to them.	Staff
<b>Facilities</b>				
Equipment in poor condition/dangerous				
Unauthorised access to designated children's areas and to changing rooms, toilets, etc.				
Photography, filming or recording in prohibited areas				
Children sharing facilities with adults, e.g., dressing rooms, showers				
<b>General issues</b>				
Unauthorised photography and recording of activities	low	Could be miss-used	All members will be asked to fill in a	all

			photograph y consent form	
Inappropriate use of social media and communication between under-18s and adults or peers	low	We have in place a social media policy which is available		
High tolerance of physical violence and injuries	Medium	Someone could be violent towards another.	We have a behaviour policy which prohibits this. If we see this they will not be part of Playhouse	Everyone
General behavioural issues	Medium		We have a behaviour policy which prohibits this. If we see this they will not be part of Playhouse	Everyone

