

Company Name: OpenView Education Ltd

Date of Assessment: December 2020

Assessment carried out by: Laura Lattimore

Date of next review: March 2021

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Electrical Equipment	Facilitators, School Staff, Children. Wires from laptops may be a trip hazard.	<ul style="list-style-type: none"> ● Thorough training procedures for all facilitators on how they set up any tech equipment. ● No other staff or children to touch tech equipment. Wires are secured and not placed anywhere where they could become a trip hazard. ● On occasions where wires do need to run across the floor as there is no reasonable alternative, mats must be placed down on top of wires. ● Equipment is not left unattended. ● Tech equipment will be cleaned appropriately after each use. 				

<p>Theatre Set and Decor</p>	<p>Facilitators, School Staff, Children. Someone may trip over the tablecloth or knock the set over.</p>	<ul style="list-style-type: none"> ● All facilitators are trained extensively in setting up the set. ● When the set is up, weights are placed on either side of the set to secure it. ● The set is only placed on even ground to avoid the set falling. ● The set curtain is securely tied to each side of the set. ● If there is not enough space to put up the set, facilitators are under strict instructions to either not set it up and perform without it, or, if possible, set up the smaller version of the set with the same safety procedures. ● All schools are contacted prior to our visit and advised of the amount of space required to safely perform the show. ● The set is not left unattended and children are not allowed to push, climb on or be left unattended with the set. ● The set is packed down after every performance and put away in a suitcase. ● In the case of a show overrunning and there not being enough time to 				
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		<p>put the set down before the first workshop, facilitators will not leave the set unattended and will pack it down at the earliest possible opportunity.</p> <ul style="list-style-type: none"> • The tablecloth will be tucked under the table and cleared out of the way to avoid tripping. • The table will be placed with enough distance away from the set so that the facilitator can stand comfortably behind it without risk of tripping on the tablecloth or knocking the Theatre Set. • Within Covid Guidelines, the tablecloth will not be used for the foreseeable future in order to avoid contamination of set Decor. 				
<p>Props and Masks, including Veil Poi and Roller Banner.</p>	<p>Children and School Staff, someone could injure themselves using a prop. Props could become cross contaminated if being shared across different bubbles. Facilitators could injure themselves or others</p>	<ul style="list-style-type: none"> • Ensure props and masks are appropriate for the age/capability of the person using them. • Supervise all use of props and masks and do not leave them unattended with children. • Facilitators to remove props and/or masks from children if they feel necessary based on them being used in an unsafe or inappropriate 				

	<p>using the veil poi. The Roller Banner could fall over and injure someone.</p>	<p>manner.</p> <ul style="list-style-type: none"> ● Props to be cleaned thoroughly after every use. ● Within Covid Guidelines, no shared props or masks to be used under any circumstances for the foreseeable future. ● Facilitators will be the only people that touch their props, and no props will be passed between children. ● Minimise any use of props in sessions to avoid contamination. ● Facilitators given extensive training on veil poi. ● Veil poi is checked before each use to ensure it is secure. ● Facilitators are trained on how much space they need to safely perform veil poi. ● Facilitators will not perform veil poi if there is not enough space to do so. ● Veil poi is not currently being used to comply with covid guidelines. ● The Roller Banner will be fully secured and put up correctly each time. ● The Roller Banner will be put in a place out of reach of children. 				
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		<ul style="list-style-type: none"> • Children are not allowed to touch the roller banner. • The Roller Banner will be cleaned appropriately. 				
<p>Risk of injuries during role-play/activities.</p>	<p>Children, School Staff and Facilitators. Children may demonstrate behaviour in sessions that presents risk of injury.</p>	<ul style="list-style-type: none"> • Facilitators are trained to the highest standards and follow a tried and tested script when setting up activities. • Activities and role-plays are set up with clear boundaries and expectations. • Facilitators will end activities or role-plays immediately if they feel like children taking part are demonstrating behaviour that presents risk of injury. • Facilitators are trained in our behaviour management protocol and use this as necessary during sessions. • Ensure that activities are appropriate to the age and capabilities of the people taking part. • Facilitators to thoroughly supervise every activity and role-play. • Avoid any high risk activities. • Facilitators only lead activities that 				

		<p>are appropriate for the space they are in. E.G - If a facilitator is in a small space, activities will be done on the spot as opposed to travelling around the space to avoid risk of injury.</p> <ul style="list-style-type: none"> • Within Covid Guidelines, Facilitators will encourage children taking part in activities and/or role-play to keep distance from other students wherever possible. 				
Spread of Covid-19.	Children, School Staff, Facilitators. They may catch the virus and become unwell, and spread it to others.	<ul style="list-style-type: none"> • Provide workshops for one, single class sized bubble at a time. (Maximum 35 students), or perform to a larger group of students providing they are in the same bubble and social distancing can be maintained, and the workshop is appropriate to deliver to a larger group of students. • Workshops will be delivered by one facilitator in a solo capacity. • No unnecessary items or props to be brought into school. Facilitators will only carry what they need. • Any facilitator that shows signs of Covid-19, or lives in a household with someone who has shown 	<ul style="list-style-type: none"> - Speak with each school that books with us and request their health and safety policies. -Request any specific requirements they may have. -Comply with the health and safety policies of each school. 	Laura Lattimore	It will vary as each school books on a different day. Contact will be made a minimum of two weeks before each visit to ensure that there is enough time to assess each school's individual needs, and make the facilitator aware of their specific policies.	

		<p>signs, will be asked to comply with the government's track and trace policies and to self isolate.</p> <ul style="list-style-type: none"> ● All members of our team are under strict instructions to not attend any schools and to ensure they self isolate if they show symptoms of Covid-19. ● Facilitators will encourage students to minimise close face to face contact during the workshops. ● Facilitators will keep two metres of distance between themselves, children, and school staff whenever possible. ● OpenView Education has thoroughly reviewed all workshops to ensure they can be adapted and delivered to suit a school's space needs. ● Speak with every school in advance of our visit to discuss their space requirements, and any health and safety policies they may have. ● Facilitators are the only people that touch their own props and these will be cleaned thoroughly throughout the day. 				
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