

Standard Risk Assessment

As In a Nutshell Theatre's work requires facilitators and performers to visit unknown schools, all of which have different and varied hazards, it is not possible to provide specific risk assessments for each and every place of work. However, during the course of their training with In a Nutshell Theatre, facilitators are made aware of the overall and general risks which are involved in the work, (as outlined below) and how these risks can be removed, controlled or minimised. These risks may be to themselves or to the children, adults or property in the schools they are working in.

Tell me the hazards...

- Carrying In a Nutshell equipment (props and scenery) through school areas where children and other adults may be present.
- Use of scenery and props in the vicinity of children and other adults.
- Children interacting with In a Nutshell props and scenery.
- Use of electrical equipment near children.
- Large numbers of children moving into, and being in, a space.
- Large numbers of children experiencing a new and exciting activity.
- Physical interaction between children during sessions.
- Physical interaction between facilitators/performers and children during session/shows.
- Use of school equipment during sessions and shows.

Tell me who might be harmed...

- Pupils at the school; both those attending an In a Nutshell Theatre event, and other pupils in the vicinity of any movement, setting up or use of In a Nutshell props and scenery.
- In a Nutshell Theatre facilitators.
- Adults in the school, (including teachers and teaching assistants, administrative staff, school meals staff, site managers and visiting adults) in the vicinity of any movement, setting up or use of In a Nutshell props and scenery.

Tell me how...

- Pupils
 - (1) May collide with bulky/hard/oddly shaped equipment whilst it's being carried.
 - (2) May get caught by opening/closing doors.
 - (3) Scenery/props could fall/get dropped on them.
 - (4) May trip on wires for electrical equipment.
 - (5) May fall or get pushed by another child.
 - (6) May get injured by performers/facilitators movements
 - (7) School equipment may fall/get dropped on them.
- In a Nutshell facilitators: as per 1, 2, 3, 4, 6, 7 above.
- Adults in the school: as per 1, 2, 3, 4, 6, 7 above.

Tell me what precautions you take...

Level of Risk	Our Precautions
Medium	● Only carry an amount of scenery/props that can be safely carried without endangering others. ● Carry equipment with care and attention. ● Be aware of movement of children and adults around you. ● Always check with staff that you are using the shortest and safest route to the performance space. ● Ensure that doors are securely kept open. ● Ensure sufficient adult supervision is on hand for the number of children involved and the level of activity. Every class must be accompanied at all times by at least one adult with qualified teacher status. At the beginning of an experience/pantomime always establish ground rules of listening and adhering to instructions from the facilitator. Throughout the session, maintain an atmosphere of calm and discipline. ● Ensure that physical activities are appropriate to the size of the group and the age, ability and concentration levels of the group. Check with school staff before an experience/ pantomime if there are any specific issues of behavioral or physical need/risk in the group

Level of Risk	Our Precautions
Low	● Report any breakages or faults to scenery/ props to In a Nutshell management, immediately. If they present an immediate risk, do not use them until they are repaired or replaced. ● As much as possible ensure that non In a Nutshell personnel, and children are excluded from the experience/pantomime space at all times other than when the experience/pantomime is taking place. ● Ensure that all scenery/props are put together securely as per training instructions. ● Minimise use of 'trailing' wires. Avoid wires across a major through route. Wherever necessary gaffer wires to the floor or cover with a PE mat. ● Ensure that all physical movements near, and interaction with, children are safe and appropriate. ● Minimise use of school equipment. Ensure that any equipment used is fit and safe for the use it is being put to.

Specific risk assessments do not need to be made for individual schools, but any incidents must be reported to In a Nutshell management immediately and put into writing as soon as possible.