

PYT/11/01
SUBJECT TO AUDIT

Task Risk Assessment

LOCATION: Heath Road
PREMISES: The Space
ASSESSMENT: Workshop/Rehearsals

DATE: 01:07:11
ASSESSED BY: A.Bristow

REF: PYT/BRIS/01/11

ARRIVAL / ON SITE/ LEAVING**Key to result - T = Trivial Task, A = Adequately Controlled, N = Not adequately controlled, U = Unable to decide further information required**

REF No.:	Activity/Plant Materials etc	Hazard	Persons in Danger	Sev	Like	Rate	Measures Comments	Result	Additional Control Measures	Sev	Like	Rate	Result
01	Access to space	Dangers on crossing road	All children and Parents	5	2	10	Parents to be briefed, that they must accompany their children across the road to main entrance. A Chaperone to be placed at main entrance to assist in helping parents and children crossing the road	A					
02	Workshops/rehearsals	Missing in building when in emergency situation	All children and Chaperones/Leaders /Helpers	5	1	5	All children to be signed in by card system. Chaperones/leaders/ helpers to sign in on a daily basis. Head Chaperone to be responsible for cards and signing in sheets	A					
03	Workshops/rehearsals	Emergency evacuation	All children and Chaperones/Leaders /Helpers	5	2	10	Leaders/Chaperones/helpers children to be briefed on evacuation procedure. Head Chaperone to advise Leaders/chaperones/ helpers of their duties and positions in the event of an emergency. A Leader/ Chaperone/helper to be placed at each Emergency exit.(2) A Leader/ Chaperone /helper to be placed at main exit prior road crossing(3) A Leader/ Chaperone /helper To take control of road crossing (4) The Leader/ Chaperone/helper at Emergency exits to check that building is clear of persons, but must not put themselves in danger All Children must stay on pavement opposite 'The Space' under control of Head Chaperone until building is clear (advise from Emergency exits)	A					

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03 cont	Workshops/rehearsals	Emergency evacuation	All children and Chaperones/Leaders /Helpers	5	2	10	A controlled movement then made with children to Car Park where a check is made to ensure that all are present and correct	A					
04	Leaving the space under normal conditions	Dangers on crossing road	All children and Parents	5	2	10	Parents briefed, that they must report to Chaperone in the Space and sign their child out A Chaperone to be placed at main entrance to assist in helping parents and children crossing the road	A					

Alan Bristow
Risk Assessor
Petersfield Youth Theatre

1st July 2011