

## RISK ASSESSMENT - BLAKEHAY THEATRE

Work Activity / Task:	Safeguarding
Location:	Blakehay Theatre
Date:	14 <sup>th</sup> October 2017

Potential Hazard	Who is at risk?	Existing Control Measures	Risk Rating	Additional Controls to reduce risk rating	Residual Risk Rating
Safeguarding is about being aware of the wellbeing of children, young people and vulnerable adults who you come into contact with during your working day.	Everyone	All staff to read and sign the Risk Assessment and guidance.	1	All staff to see the Health & Safety PowerPoint presentation as part of their induction process.  All staff to undertake new Safeguarding external Training when it comes in.	1
Safeguarding is everyone's responsibility, but it is not your responsibility to investigate any concerns, only to pass them on to your Designated Safeguarding Officer.	Everyone	There are three designated safeguarding officers at the Blakehay Theatre. Sally Heath Robert Heath Kevin Hebditch	1	Tania Middlemiss is the Safeguarding Officer for Weston-super-Mare Town Council.	1
Safeguarding means protecting children or vulnerable people from abuse, or maltreatment and preventing harm to their health or development. 'Harm' can mean physical, sexual or emotional abuse, neglect, or self-harming. If	Everyone	- avoid being alone with a child/vulnerable person  - do not be overly familiar in your language, exchange mobile phone numbers or become 'friends' on social media	1		

you are in a position of trust, it is important to work within safe boundaries.		<ul style="list-style-type: none"> <li>- ensure that only DBS checked staff take photographs, with written permission from parents/carers</li> <li>- avoid physical contact</li> </ul>		
If a child or vulnerable person does make a disclosure to you, always inform them that you will have to pass the information on, never agree to keep it to yourself, do not prompt them for information, just listen and record what they say as accurately as you can and do not make any personal comment.	Everyone	Fill in the Safeguarding form and forward it to your Designated Safeguarding Officer as below. DSOs should then send the completed referral forms to Tania for central filing, once the incident has been processed.	1	If there is a case where you feel that there would be harm to the person and is an emergency situation, you can contact the out of hours safeguarding officer at North Somerset Council or the Emergency Services. These numbers can be found in the Emergency Red Folder in the Fire Cupboard at the theatre.

Author of assessment: SALLY HEATH	Signature:		Date:	14/10/17
Manager: SALLY HEATH	Signature:		Date:	14/10/17

**Review:**

A review of this risk assessment is due for completion within 12 months of the last review or when a situation, equipment or employee changes. The review must be recorded below and if necessary a new assessment should be completed.

To be completed by person conducting review:				
Name:	Sally Heath	Signature:		Date:
Any comments regarding risk assessment: No Changes				

Is this risk assessment still relevant?	YES	
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*If no a new risk assessment should be completed and attached to the front of this assessment.*

All employees undertaking this task must read this assessment and sign below to state they have understood its contents and agree to work to the control measures.

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