

Wokingham Borough Council
RISK ASSESSMENT TEMPLATE

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Wokingham Libraries – Children’s Theatre and Entertainment Shows		
SERVICE/TEAM:	Libraries		
NAME OF ASSESSOR(s):			
DATE OF ASSESSMENT:	22 July 2018		
DATE FOR REVIEW:	July 2022		
APPROVED BY:	Signature:		Date:
	Name:		

SUMMARY (* delete as appropriate)
Risk level without additional controls: LOW
Additional control measures required: No
Risk level with additional controls:

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What’s already being done to control risks?	What additional controls are needed?	By who?	By when?	Date completed
Overcrowding	Public could become uncomfortable and a safe evacuation if needed would be difficult	Limited nos. Wokingham Training Room - 40 children Ticketing Woodley – 100 Lower Earley – 40 Finchampstead 100 Twyford – 20 Spencers Wood – 20 Wargrave – 10 Winnersh - 50		Event leader		
Buggies	Blocking pathways and exits could stop safe evacuation if needed	Designate area for buggy parking, also overflow area Staff to monitor safe parking		Event leader		
Electrical equipment	Shocks to public, performers or staff	All equipment to be PAT tested. If not PAT tested circuit breaker to be used.		Event leader		
Scenery and props	Falling on to public or	Performers to have public liability		Event		

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn’t require to be sent via secure methods.

	staff.	insurance. Events staff to check documentation Staff on site throughout the performance		leader		
Use of craft materials	paper cuts to fingers, crowding around the table	child friendly glue sticks First aider on site Control nos around the tables		Event leader		
Fire alarm	Public unsure of exit Route	Notices Explanation of escape route at commencement of session Staff will lead evacuation		Event leader		
Unattended child	Children are vulnerable to injury/safeguarding issue if unattended	Parents/guardians to stay with children at all times If child is unattended 2 members of staff to stay with them until parent/guardian can be located. Police to be contacted if parent/guardian can't be found quickly. Ensure all staff have uptodate safeguarding training.		Event leader/ library staff		
Breach of confidentiality	Attendees & their carers Other Volunteers Staff Organisation	Staff supervision Data Protection Training uptodate with staff members.				
Child protection issues	Customers volunteer	All staff to have uptodate safeguarding training. Performers delivering the events to be accompanied by a member of staff at all times. No photos taken without parental consent. Parents to stay with children at all times	If DBS is available for the performers, then a copy to be provided.			
Parental responsibility	Attendees and their carers	Parents/guardians to stay with children at all times				

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	Volunteers	If child is unattended 2 members of staff/volunteers to stay with them until parent/guardian can be located.				
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REVIEWS AND REVISIONS					
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Manager	Date of next review
19.11.12		Yes			
5.11.13		Yes			
24.10.2017		Yes	Unattended child risk added		Oct 2018
19/11/2019		Yes			Oct 2019
23/5/2022		Yes			October 2023