

**KANDU ARTS BUILDING/ACTIVITIES AND PERSONNEL RISK ASSESSMENT
LOCATION 19A & 19B THE BRIDGE, CHIPPENHAM SN15 1HA**

ASSESSORS NAME: Donna Lee - Kandu Arts **WHO:** YOUNG PEOPLE AT THE END OF ALLERTRATIVE
07712244571 **PROVISION:** STAFF & VISITORS

SITE/TASKS UNDERTAKEN; Activity/area assessed	HAZARDS IDENTIFIED; NB; Any serious or imminent danger will need a procedure	RISK; Low/Medium/High	PERSON(S) AT RISK; STAFF VISITORS YOUNG PEOPLE	EXISTING CONTROLS;	ADDITIONAL CONTROL MEASURES REQUIRED;	TARGET DATE; For action by
ROOMS MUSIC STUDIO	TRIP HAZARDS FROM CABLES, ELECTRICAL EQUIPMENT EXCESSIVE NOISE FROM INSTRUMENTS AND MICROPHONES TEMPERATURE	MED	ALL	Safety talk, highlighting dangers, supervision at all times, volume controls, ear plugs and headphones available No drinks or food allowed in studio Leave studio if equipment abused Air conditioner and heating available	Improve Ventilation and storage of cables	31/01/2020
ROOMS MAIN OFFICE	TABLE CORNERS COMPUTER AND PHOTOCOPY EQUIPMENT DOOR OPENING OPENING DRAWERS FIDDLING WITH EQUIPMENT	MED	ALL	IDENTIFY HAZARDS ON RECEPTION NO STANDING BEHIND DOOR NO RUNNING ONLY ADULT ACCESS TO STATIONARY EQUIPMENT STAFF TO TURN ON AND OFF LARGE EQUIPMENT/COMPUTERS	LOCK STATIONERY DRAWER	ASAP
ROOMS ENTRANCE HALL	TRIPS AND FALLS ON STAIRS ENTRY SYSTEM	MED	ALL	INDICATORS AND UPDATES OF ADVICE BE CAUTION ON STAIRS NO RUNNING	REGULAR CHECKS	ONGOING
ROOMS REAR OFFICE	CONFIDENTIAL PAPERWORK CAMERA EQUIPMENT TOOLS AND MAINTENANCE EQUIPMENT	LOW	STAFF	NO STUDENT ACCESS TO ROOM DOOR HAS CODE ENTRY SYSTEM ALL FILES SECURED IN LOCKED CUPBOARD AND FILING CABINET TOOLS IN CUPBOARD ONLY ACCESSIBLE TO STAFF	REINFORCEMENT OF RULES AND AREAS REMINDERS FROM LEADERSHIP TEAM	ONGOING
ROOMS FRONT OFFICE/ACTIVITY ROOM	ART EQUIPMENT BOOK CASES DAMAGE TO CLOTHING CHAIR TIPPING PERSONAL SAFETY SCISSORS AND CRAFT KNIVES	LOW	ALL	REINFORCEMENT OF GOOD PRACTICE WEAR PROTECTIVE CLOTHING & MASKS IF SPRAY PAINTING CLEAR UP AFTER ACTIVITY ASSESS AGE APPROPRIATENESS SHARP OBJECTS MUST BE USED UNDER SUPERVISION AND STORED SEPARATELY		ONGOING
ROOM SMALL KITCHEN	CUTS AND ABRASIONS HOT WATER CAFFEINE FRIDGE CONTENTS KNIVES AND CUTLERY CLEANING EQUIPMENT BURNS	MEDIUM	ALL	SUPERVISION AT ALL TIMES IN KITCHEN FIRST AID KIT NEARBY CUTLERY AND KNIFE INVENTORY DRINKS AND USAGE ONLY UNDER ADULT SUPERVISION	REINFORCEMENT	ONGOING
ROOM STUDENT TOILET	FIRST AID KIT LOCATION SOME CLEANING EQUIPMENT SAFEGUARDING CONTAMINATION	LOW	YOUNG PEOPLE	APPROPRIATE STORAGE LOCKED FIRST AID KIT ONLY SINGLE STUDENT USE HANDWASHING FACILITIES	MONITORING AT DISTANCE CLEANING	ONGOING
OFFSITE SPORTS CENTRE	BEING HIT BY A BALL OVERHEATING	MEDIUM	ALL	ENSURE DRINKS AVAILABLE FIRST AID STAFF NEARBY ACTIVITIES APPROPRIATE TO GROUP	REINFORCE AT THE START AND DURING THE SESSION	ONGOING
WHOLE BUILDING	TRIPS FIRE ACCESS	LOW	ALL	HEALTH AND SAFETY PRACTICES AND BRIEFING FOR ALL IN BUILDING FIRE ALARM TESTS, PRACTICES AND BRIEFING IDENTIFY AND ALL KNOW OF EXITS/SHOES ACCESS THROUGH INTERCOM AND BUZZER	CONSTANT UPDATES AND MAINTENANCE BY STAFF AND LANDLORD	ONGOING
ACTIVITIES ART & CRAFT	SHARP OBJECTS PAINT TOOLS	LOW	ALL	SAFE STORAGE AND USE OF EQUIPMENT APPROPRIATE TO AGE AND ABILITY	ADDITIONAL CREAM AVAILABLE IN FIRST AID KIT	15/07/2018
ACTIVITY BOARD GAMES		LOW	YOUNG PEOPLE	CLEAR RULES AGE APPROPRIATENESS		
ACTIVITY FOOTBALL & GAMES OUTSIDE	INJURY THROUGH FALLING BEING HIT BY BALL DANGER FROM PUBLIC IN PUBLIC SPACE	MED	ALL	ENSURE GROUND RULES SET HIGH STAFF TO STUDENT RATIO BRIEFING BEFORE BEHAVING CONTACT WITH PUBLIC AT ALL TIMES FIRST AID QUALIFIED STAFF WEATHER ASSESSMENT CAREFUL ROAD CROSSING	ONGOING	ONGOING
ACTIVITY MAKE UP AND PROSTHETICS	ALLERGY	MED	ALL	QUALIFIED PRACTITIONER APPROPRIATE INSURANCE AND CONSENT CLEARING UP AND SAFE MAINTENANCE & STORAGE		ONGOING

ACTIVITY MUSIC	LOUD NOISES	MED	ALL	AVAILABILITY OF EARPLUGS & HEARPROTECTORS		ONGOING
ACTIVITY FILM	BREACH OF PHOTO CONSENT TRIPS COLD ELECTRICAL EQUIPMENT	MED	ALL	QUALIFIED FACILITATOR APPROPRIATE ORGANISATIONAL AND FACILITATOR INSURANCE CONSENT FORMS		ONGOING
ACTIVITY OUTINGS	TRIPS GETTING LOST POOR WEATHER ENVIRONMENTAL AND PHYSICAL DANGERS	HIGH	ALL	SITE AND LOCATION SPECIFIC RISK ASSESSMENTS EITHER BY KANDU TEAM IF IN COUNTRYSIDE AND BY PROVIDER IF IN PUBLIC SPACE (E.G. MUSEUM/CINEMA ETC) CONSENT OBTAINED FROM PARENT/CARERS		ONGOING
PERSONNEL	UNPREDICTABLE AND CHALLENGING BEHAVIOURS ALLERGY TRIPS SAFEGUARDING	HIGH	ALL	STAFF TRAINED IN APPROPRIATE INTERVENTIONS FULL REFERRAL FORMS AND PROCESSES CONTACT WITH FAMILY/CARERS AND REFERRING AGENCIES REFERRAL AGENCY PAPERWORK AND ASSESSMENTS SPECIFIC STUDENT RISK ASSESSMENTS IF NECESSARY HEALTH AND SAFETY BRIEFING FOR ALL FACILITATOR CODES OF PRACTICE FOR SAFETY (ATTACHED) CONSTANT MONITORING YOUNG PEOPLE NEVER ALONE WITH EACH OTHER		ONGOING
PERSONNEL TRANSPORT	DIFFICULTIES WITH TAXI ETC STAFF TRANSPORTING YOUNG PEOPLE RISK OF TRAFFIC ACCIDENT CHALLENGING YOUNG PEOPLE IN TRANSPORT DANGER TO STAFF	MED	YOUNG PEOPLE STAFF	CONTACT WITH ALL TRANSPORT COMPANIES REFERERS ORGANISE AND ENSURE APPROPRIATE CHECKS APPROPRIATE INSURANCE AND EXPERIENCE FOR DRIVERS DURING ACTIVITIES AND TRIPS		ONGOING