

Risk assessment

Name of activity, event, and location	Gang Show – Show in Theatre	Date of risk assessment	3 rd March 2025	Name of person doing this risk assessment	Stacey McPherson
		Date of next review	Ongoing 24 th March 2025 (Show week)		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
<p>A hazard is something that may cause harm or damage.</p> <p>The risk is the harm that may occur from the hazard.</p>	For example: young people, adult volunteers, visitors	<p>Controls are ways of making the activity safer by removing or reducing the risk.</p> <p>For example, you may use a different piece of equipment or you might change the way you do the activity.</p>	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Risks from the location	Young People/Adult volunteers	Visual inspection by a Leader on arrival at premises to ensure it is safe to use Arrival/Departure times have been communicated to parents/adults through email communication	
Risks from Location – traffic (vehicles and people)	Young people/adults	Have clear signs in the car park and a marked, well lit walkway for pedestrians. Brief parents and carers on safe arrival and departure process. Leader supervises from the entrance to make sure young people arrive/depart the building safely. Sign in process clear for all.	
Kitchen	Adults	Limit access to the kitchen to adults only	
Backstage	Adults and young people	Clearly lit stairwells leading to the stage Stage Manager clearly communicates process of getting on and off stage. Calls going to the dressing rooms for who needs to move to the stage at specific times. All quick changes communicated with young people and adults in advance. Quick changes facilitated by adults with appropriate ratios in place.	
Dressing rooms	Young people and Adults	All ratios between young people and adults are met. Adults have been prepped on role in dressing rooms as well as the procedures to follow. All cast will under dress under costumes to ensure safeguarding for all young people in dressing rooms.	

Risk assessment

		<p>Volume in dressing rooms of talking should be kept to a minimum where possible in order to hear announcements.</p> <p>Young people prepped as to expectations of behaviour within dressing rooms.</p> <p>Dressers to contact Kirsty in first instance if any issues regarding behaviour.</p>	
Microphones	Young people and Adults	<p>Microphones are placed on to young people and adults by Accent audio.</p> <p>Microphones should not be removed by anyone other than accent audio.</p> <p>Young people and adults will know where and when to get their microphones placed on them.</p> <p>If the microphone is faulty, accent audio will retrieve it and fix it.</p>	
Costumes	Young people and Adults	<p>All costumes stored appropriately in the dressing rooms.</p> <p>Cast are asked to bring a box for shoes and loose items to ensure there are no trip hazards.</p> <p>All clothing costumes will be hung up on the coat rail with individuals names beside it to ensure safe storage.</p> <p>Costumes will be kept in the dressing rooms throughout the run of the show and removed after the last show.</p>	
Toilet Facilities	Young People/Adult volunteers	<p>Toilets are available at the premises and will be regularly monitored for cleanliness.</p> <p>Toilet facilities checked before departure</p>	
Risks from activity equipment	Young People/Adult volunteers	<p>Props will be stored correctly and given out to cast as appropriate</p> <p>All staging clearly set and lit where possible to prevent accidents</p>	
Safety of all young people	Young people	<p>All adults will possess current Disclosure Scotland certificates and are approved for working with young people and vulnerable adults by the relevant authority (The Scout Association)</p> <p>Any other adults (e.g. visitors, etc) will be supervised at all times</p> <p>Ratios for young people are met</p>	
Safety of cast	Young people/Adults	<p>A First Aid Kit will be available at all times.</p> <p>All Leaders have some training in First Aid.</p> <p>First Aider highlighted to all and with radio to be contacted throughout show</p> <p>All movements required as part of the production will be monitored to ensure they can be efficiently and safely executed with no risk to any individual or group.</p>	
Safety of cast	Young people/Adults	<p>Access to premises will be controlled at the start of rehearsals by the Registrar.</p> <p>All strangers must be challenged as will not have an ID badge</p>	

Risk assessment

		Gang Show team should be aware at all times of where young people are whilst maintaining an adequate level of supervision	
Health and Safety of Cast	Young People/Adults	Gang Show team aware of medical conditions and additional needs through sign up and OSM information.	
Health and Safety of Cast	Young people/Adults	All adults to be alert for any signs of medical or first aid concerns, alert production team and appropriate actions to be taken	
Environment	Young people/adults	Check stage and dressing rooms are clear of obstacles and spills that are likely to increase risk of tripping, slipping, or injury. Have a wet floor sign to hand. Make sure everyone's wearing appropriate footwear and it's secured to their feet (check laces are tied and so on).	
Behaviour	Young people/adults	Set clear expectations of behaviour. All adults aware of individuals with specific needs and alternative measures in place If behaviour is not of an acceptable level, production team is informed, and they will appropriately speak to young person.	
Wellbeing of cast	Young people/Adults	Anyone at risk of emotional distress as a result of several factors (including but not limited to bullying, homelife, school life, etc). Adults should use their training and experience as leaders within Scouting to identify such distress. Where there are concerns adults should immediately raise these with the Gang Show Lead or safeguarding lead who will take appropriate action.	
Communication	Young people/Adults	Any changes to timings or additional information will be advised through the appropriate forms of communications – social media, OSM and by email.	
Alcohol	Adults and young people	There should be no consumption of alcohol on the premises or prior the show by any adult or young person in the cast or backstage team. If any adult or young person is believed to have been consuming alcohol prior to show or during the show, they will be asked to leave the premises whether they are directly responsible for the young people in the cast or not.	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.