



## BPTC Risk Assessment

<b>Session</b>	BP Theatre Camp
<b>Purpose of session</b>	Dance / Singing / Drama camp
<b>Session leader</b>	Boogie Pumps authorized/trained teachers
<b>Date of event</b>	During School holiday
<b>Time of event</b>	9am - 3pm
<b>General Note</b>	It is assumed that all hazards identified are a potential risk to all children involved, a review of the hazards will be carried out both before and during these sessions. Our holiday clubs are carried out with particular reference to the Safeguarding Children Regulations.

	<u>Hazard</u>	<u>Control Measures</u>
1	<b>School Site</b>	The school is a self contained site and on this occasion used for the purpose of holiday camps.
2	<b>There is an agreed time of session</b>	8am - 4pm, A late pick up charge will be put in place if this occurs regularly.

<p>3</p>	<p><u>On site safety</u></p> <p><b>The children are NOT allowed off site unaccompanied. The school is a safe and secure environment; nevertheless, both the School and Boogie Pumps take issues of safety and risk management very seriously on-site and will endeavor to review and instruct the group in order to manage efficiently.</b></p>	<p>The teacher and children are instructed from the outset about site safety and risk management. For example, they are informed about:</p> <ul style="list-style-type: none"> <li>· Meeting points</li> <li>· Fire drill</li> <li>· Where to get help</li> <li>· Areas that are out of bounds</li> <li>· Hand washing and toilet facilities</li> </ul> <p>Discipline and behavior</p>
<p>4</p>	<p><b>Boundaries of site</b></p>	<p>There are set boundaries and these will be explained.</p>
<p>5</p>	<p><b>Emergency Contacts</b></p>	<p>All emergency contact information to be held by the teacher on site and the boogie pumps office.</p>
<p>6</p>	<p><b>First Aid</b></p>	<p>Teachers are there to assess the seriousness of any incident or accident requiring medical assistance.</p> <p>All teachers have first aid packs on them and a phone incase of an emergency to call 999.</p>
<p>7</p>	<p><b>Insurance</b></p>	<p>Boogie Pumps has full public liability insurance.</p>

8	<b>Signing In and Out</b>	The teacher on site will sign children in and out and will oversee children being handed over to their parents after the camp has taken place whilst still on site.
9	<b>Floors and Stairs</b>	Many floors are wooden, these can be slippery especially when wet. Teachers should be on the look out for spillages so pupils don't slip.
10	<b>Fire / Fire exits</b>	<p>Staff will evacuate all children (leaving behind any belongings) through the fire doors situated in various places around the hall to a designated area of safety.</p> <p>Staff will take a register and account for all children and staff members.</p> <p>Staff will call the Fire Service on 999.</p> <p>Staff will contact parents as necessary to come and collect their children.</p> <p>Ensuring NO children or staff return to the area of risk until authorized by the emergency services.</p> <p>All teachers will make themselves aware of meeting points/ emergency exits at the start of every class.</p>

11	<b>Children's whereabouts</b>	Children from Boogie Pumps will not leave the building unattended and will be constantly in the care of DBS checked teachers.
12	<b>Toilets</b>	Schools / Halls have many choices of toilets on different levels – All children should go in pairs if old enough of accompanied by a DBS checked teacher. Toilet door locks can be stiff – we will recommend that young children are well supervised using the facilities.
13	<b>Accident</b>	<b>Major:</b> <ol style="list-style-type: none"><li>1. A dedicated member of staff will stay with the injured party and provide any assistance and reassurance that is appropriate whilst;</li><li>1. A separate member constantly asses the situation and takes any appropriate action e.g. – whether children and staff should be moved away from the area of an accident</li><li>2. In the event you are the sole member of staff please stay with the injured party and act accordingly, whilst sending two responsible children to find another adult within the school i.e. teacher, receptionist, caretaker, etc.</li><li>2. In the case of a major accident staff will call 999</li><li>3. Staff will then precede to the call the parent and will also inform the office and BP Principal.</li></ol>

14	<b>Plugs and sockets</b>	There are various plug sockets in every room, all children must be made aware of their danger and made aware that they must not be allowed to touch them. Teachers will do a scan of the building before the children arrive and make sure all wires have been dealt with.
15	<b>Power Cut</b>	If the hall suffers a prolonged power cut, the session will be cut short and parents will be called to collect them.
16	<b>Photo Photography and filming of children</b>	No unauthorized filming or photography should take place during BP activities without the person running the activity gaining appropriate written, informed parent or guardian and student permission. This should explain the purposes for which any photographic images will be used.

17	<b>Register &amp; emergency contact sheets</b>	<p>A Register will be taken at the beginning of each class and a head count will be regularly checked throughout the lesson.</p> <p>After class each week the register should be updated online via the G Drive. The office will check after each camp to make sure the correct children are attending class.</p> <p>For any classes that also have assistants, the main teacher is responsible for the register and data. All registers, contact details and personal information are kept safe and will not be shared with anyone who is not a teacher at BP or the office at the school where the lesson is taking place.</p>
18	<b>Doors</b>	<p>All doors must be carefully closed to ensure that no fingers or toes get trapped. Fire doors are heavy and must be opened by adults. All cupboard doors will be locked.</p>
19	<b>Food</b>	<p>All food brought onto the site by children and teachers will comply with the outline in the letters handed to parents. BP holds a NO nuts policy.</p>