

RISK ASSESSMENT

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|----------------------------|---|---------------------------|--------------|----------------------------|------------|
| Company Name | Disney Theatrical Group | | Title | Education Workshops | |
| Venue | Various | | | | |
| Assessor / Reviewer | Nancy Shakerley DTG Education & Audience Engagement Manager | New Activity | | Date of RA / Review | April 2024 |
| | | Change of Activity | | Review | |
| | Joe Ormondroyd DTG Health & Safety Supervisor | Review of Activity | X | | |
| Activity | Please ensure this assessment is communicated to all relevant persons. | | | | |

Disney Theatrical pre-show workshops can be booked by any education group attending one of the productions.

Bookings are taken through the Disney Groups Team.

They take place in rehearsal studios close to the theatres and in exceptional cases in school, prior to the groups' visit to the show (in most cases on the same day). Group leaders are required to stay with the group during the workshop.

The workshops are led by two musical theatre professionals who have been specifically trained by the Disney Theatrical Education Team. These 'teaching artists' are experienced performers and educators and all hold current Enhanced Disclosure and Barring Service (DBS) - carried out by Disney. Group leaders are asked to submit information about the level of ability and any special requirement the group has well in advanced of the session which informs the teaching artist planning meeting. The teaching artists adapt the session content for each group.

The content of the workshops includes introductory exercises, vocal and physical warm up, then explore either a number from the show or extracts from the script, the session closes with a short performance to the group leaders and a reflection.

RISK ASSESSMENT

| Hazard Identified Associated Risks | Persons at Risk | Control Measures | Risk Rating | | |
|--|------------------|---|-------------|-----|----|
| | | | LH | SEV | RR |
| Rehearsal and Performance | | | | | |
| Fire | All participants | <ul style="list-style-type: none"> • Induction provided daily by Disney Teaching Artist's (TAs) • TA's inform School Teachers/Group Leader of fire procedure for the venue • Building has automated fire detection system • Fire system is maintained & inspected • Fire Risk Assessment undertaken for venue • Fire extinguishers located strategically in venue – all tested and inspected • No smoking allowed at venue | 1 | 4 | 4 |
| Means of escape in the event of a Fire | All participants | <ul style="list-style-type: none"> • Each workshop to hold a register of attendees – School Teachers/Group Leader to hold register • TA's aware of the fire & escape procedures for the venue • Pre workshop check to ensure fire escape routes are kept clear of obstructions & combustibles • Escape signage in place in line with the venue fire risk assessment • Emergency lighting tested & inspected • Alternative means of escape from all areas is available & signed • School to advise Disney in advance of any attendee with specific access/mobility requirements, workshop will be held in venue with level access if required | 1 | 4 | 4 |
| Slip, trips & falls | All participants | <ul style="list-style-type: none"> • TA/School Teacher/Group Leader to remind children of safe ways of travelling through the building, no running, using handrails etc. • Walkways & pedestrian routes appear in good condition • Handrails are fitted & suitable for staircases • No running in pedestrian routes or on stair cases • Cleaning regime in place • Workshop space large enough to have segregated area to store belongings, avoiding trip hazards • Workshop space inspected and tidied if necessary by TA before session, any hazards removed before participants enter | 2 | 2 | 4 |

LIKELIHOOD - 1 Improbable – very unlikely, 2 Low – unlikely, 3 Medium – Possibility, 4 High – likely, 5 Almost Certain – very likely
SEVERITY - 1 Negligible – minor injuries, 2 Minor – first aid treatment, 3 Moderate – temporary disability, fracture, 4 Serious – major injury, permanent disability, 5 Major – fatality, serious loss or damage

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| | | <ul style="list-style-type: none"> All participants wear appropriate, flat soled footwear - not permitted to take part in high heels, socks or bare feet (enforced by TA and policy provided to participants ahead of event) | | | |
| Child protection | Children | <ul style="list-style-type: none"> All workshop employees to have a satisfactory Enhanced Disclosure & Barring Service (DBS) check in place Children are always escorted by a chaperone from the workshop/school when they need to leave the workshop room School chaperone to escort minors to washrooms at all times Children will not be left unsupervised during the workshop | 1 | 3 | 3 |
| Special health/requirements | Children | <ul style="list-style-type: none"> Attendees/schools are asked to provide any relevant health information to avoid putting individuals or group members at risk prior to attending A carer must be in attendance from school if an individual requires this support | 2 | 2 | 4 |
| General movement/injuries | Children | <ul style="list-style-type: none"> TA will encourage group to limit movement to what is comfortable to their own bodies TA will limit movement until warm up activities are complete TA will ensure movements are limited to ensure stress and strain is minimised TA will monitor participants and ensure they only work within their limitations All participants to wear suitable footwear and clothing | 2 | 2 | 4 |
| High energy movement | Children | <ul style="list-style-type: none"> Participants will only undertake high energy movements (e.g. twisting, turning, leaping, jumping) when fully warmed up Workshops only held in venues with sprung dance floors All movements will be supervised and supported as required All participants to wear suitable footwear and clothing Physical cool down to be led by TA if appropriate for level of activity undertaken All areas kept clean, dry & free from obstructions – monitored by TA during workshop, venue staff requested to clean/tidy space before event if required | 2 | 2 | 4 |

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| Fatigue | Children | <ul style="list-style-type: none"> Regular breaks will be arranged during the workshop Adequate fresh air will be circulated during the workshop Drinking water will be available at all times TA will make regular observations on attendee's health/fitness Rest area available within workshop space at all times | 2 | 2 | 4 |
| Participant collision | Children | <ul style="list-style-type: none"> TA will confirm areas required to undertake moves and activities TA will keep the participants' focus on maintaining space between themselves and others in the group TA will carefully guide and scaffold all movement work TA will instruct participants to avoid coming into contact with others, unless the contact is very controlled and defined Participant numbers restricted based on size of venue, minimum floor space of 3m² allocated per participant | 2 | 2 | 4 |
| Accident/ Illness | All participants | <ul style="list-style-type: none"> First aid equipment located in the building Trained first aiders within the building Building Host has emergency procedures & contact details for significant incidents Means of recording accidents will be held at the venue & added to the Disney accident management system School chaperone must supervise any treatment from host first aider Schools required to hold relevant information on any participants with individual medical conditions | 2 | 2 | 4 |
| Inadequate Supervision | Children | <ul style="list-style-type: none"> Supervision/Chaperone will be present with children at all times Children will not be permitted to walk around the building or go to washrooms unescorted Adults to Children ratios maintained in line with Department for Education guidelines | 2 | 3 | 6 |

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| Electrical Hazards | All participants | <ul style="list-style-type: none"> Workshop attendees will not be required to use any electrical equipment and will be supervised at all times All portable appliances will be supplied by workshop venue and will be subject to regular portable appliance testing. TA will check for evidence of valid test before use Workshop venue will ensure that building fixed electrical installation is maintained and subject to periodic inspection | 1 | 3 | 3 |
| Welfare Provision | All participants | <ul style="list-style-type: none"> Rest area will be available within workshop space at all times Attendees instructed in advance to bring food and drinks with them Drinking water always available within workshop venue at all times | 1 | 2 | 2 |
| Noise (amplified music played during workshop) | All participants | <ul style="list-style-type: none"> Music played only when required, for short periods throughout workshop Maximum workshop length is 2 hours; total noise exposure will be time limited TA will have control over volume level, TA will monitor volume and keep it such that TA and attendees can communicate at all times Volume level will be kept such that TA and attendees do not have to shout to hear each other | 1 | 3 | 3 |
| Temperature (workshop space can become hot during summer) | All participants | <ul style="list-style-type: none"> Drinking water always available within workshop venue Air conditioning will be used where fitted to workshop space Fans available (provided by venue) where air conditioning is not provided Rest area available in workshop space if any participant suffers with fatigue Windows opened to allow air circulation where possible | 2 | 2 | 4 |
| Inadequate Lighting Levels | All participants | <ul style="list-style-type: none"> Lighting maintained by workshop venue TA will inspect lighting and ensure adequate lighting before workshop begins, ensuring even light level across workshop space Venue staff will be asked to switch on/off or to repair lights before workshop if required | 1 | 2 | 2 |

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| Risk Rating System | | | | | | | | | | | | | | | | | | |
|---|---|---|----|----|----|----|-------------|--|-------|--|-------|--|---------|--|---------|---|---|--|
| $RR \text{ (Risk Rating)} = L \text{ (Likelihood)} \times S \text{ (Severity)}$ | | | | | | | | | | | | | | | | | | |
| | | Severity (S) | | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 | | | | | | | | | | | | |
| Likelihood (L) | 5 | 5 | 10 | 15 | 20 | 25 | | | | | | | | | | | | |
| | 4 | 4 | 8 | 12 | 16 | 20 | | | | | | | | | | | | |
| | 3 | 3 | 6 | 9 | 12 | 15 | | | | | | | | | | | | |
| | 2 | 2 | 4 | 6 | 8 | 10 | | | | | | | | | | | | |
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| Additional Control Measures <i>(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).</i> | Action by Whom <i>(list the name of the person/people who have been designated to conduct actions)</i> | Action by When <i>(set timescales for the completion of the actions – remember to priorities them)</i> | Action Completed <i>(record the actual date of completion for each action listed)</i> | Residual Risk Rating |
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| DATE OF REVIEW: | COMMENTS: | | | |
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