

**Company Name: OpenView Education Ltd**  
**Date of Assessment (Ongoing): February 2024**  
**Assessment carried out by: Laura Lattimore**  
**Date of next review: July 2024**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Electrical Equipment	Facilitators, School Staff, Children. Wires from laptops may be a trip hazard, other issues may occur with electrical equipment.	<ul style="list-style-type: none"> <li>Facilitators sign an agreement stating they are responsible for maintaining their equipment in good working order.</li> <li>Wires are not placed anywhere where they could become a trip hazard.</li> <li>School equipment is generally maintained to a good standard.</li> <li>On occasions where wires do need to run across the floor as there is no reasonable alternative, schools to be informed that mats must be placed down on top of wires.</li> <li>Facilitators sign an agreement stating that they understand they are responsible for their own items when delivering services for</li> </ul>	Already doing – Asking schools about their tech set up in advance to ensure that we have as much information as possible before we deliver sessions.	Laura Lattimore	Date dependent on when schools are visited	Yes – Ongoing.

		<p>OpenView Education.</p> <ul style="list-style-type: none"> <li>Facilitators not to leave equipment unattended with students.</li> </ul>				
<p>Theatre Set and Decor</p>	<p>Facilitators, School Staff, Children. Someone may trip over the tablecloth or knock the set over.</p>	<ul style="list-style-type: none"> <li>All facilitators are trained in setting up the set.</li> <li>When the set is up, weights are placed on either side of the set to secure it, or a three-piece tripod foot is used on either side of the backdrop stand for balance.</li> <li>The set is only placed on even ground to avoid the set falling.</li> <li>The set curtain is securely tied to each side of the set.</li> <li>If there is not enough space to put up the set, facilitators are under instructions to either not set it up and perform without it, or, if possible, set up the smaller version of the set with the same safety procedures.</li> <li>All schools are contacted prior to our visit and advised of the amount of space required to safely perform the show or Assemblies.</li> <li>The set is not left unattended wherever possible and children are not allowed to push, climb on or be left unattended with the set.</li> <li>The set is packed down after every</li> </ul>				

		<p>performance and put away in a suitcase or bag.</p> <ul style="list-style-type: none"> <li>• In the case of a show overrunning and there not being enough time to put the set down before the first workshop, facilitators will not leave the set unattended wherever possible and will pack it down at the earliest possible opportunity. Students will not be near the set during this time.</li> <li>• The tablecloth will be tucked under the table / set up in a way to avoid tripping.</li> <li>• New facilitators attend an observation day wherever possible to ensure they observe an experienced facilitator delivering sessions. They see them set up for the day, are talked through certain parts of the day, and observe delivery of sessions.</li> </ul>				
<p>Props and Masks, including Veil Poi and Roller Banner.</p>	<p>Children and School Staff, someone could injure themselves using a prop. Facilitators could injure themselves or others using the veil poi. The Roller Banner could</p>	<ul style="list-style-type: none"> <li>• Ensure props and masks are appropriate for the age/capability of the person using them.</li> <li>• Supervise all use of props and masks. Facilitators are given instructions for how to set expectations on behaviour to ensure items are respected. (E.G</li> </ul>				

	<p>injure someone.</p>	<p>Laminated Scripts Expectations)</p> <ul style="list-style-type: none"> <li>● Facilitators receive guidelines on safely using veil poi.</li> <li>● Veil poi is checked before each use to ensure it is secure.</li> <li>● Facilitators are informed how much space they need to safely perform veil poi.</li> <li>● Facilitators understand they should not perform veil poi if there is not enough space to do so.</li> <li>● The Roller Banner will be fully secured each time it is in use.</li> <li>● Facilitators contact OpenView Education if their roller banner, or other equipment, is defective in any way.</li> <li>● The Roller Banner will be put in a place out of reach of children.</li> <li>● Children are not allowed to touch the roller banner and do not need to interact with it at any time during the sessions.</li> <li>● All facilitators are asked to confirm that when collecting/receiving their kit, it is all in working order.</li> <li>● OpenView Education regularly states that support is available by means of phone calls and emails, so facilitators can ask for support if this is needed.</li> </ul>				
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<p>Risk of injuries during role-play/activities/using resources.</p>	<p>Children, School Staff and Facilitators. Children may demonstrate behaviour that presents risk of injury.</p>	<ul style="list-style-type: none"> <li>● Facilitators are given a tried and tested script that can be used when setting up activities.</li> <li>● Activities and role-plays are set up with clear boundaries and expectations.</li> <li>● Facilitators can end activities or role-plays if they feel like children taking part are demonstrating behaviour that presents risk of injury. (Step Five Behaviour Boosting)</li> <li>● Facilitators are informed of our behaviour boosting protocol and are asked to use this as necessary during sessions.</li> <li>● Facilitators receive a new team member assessment and manual which states that if they are on their own with a young person, they should get to an open sightline.</li> <li>● Ensure that activities are appropriate to the age and capabilities of the people taking part.</li> <li>● Facilitators to supervise every activity and role-play.</li> <li>● Avoid any high-risk activities.</li> <li>● Facilitators only lead activities that are appropriate for the space they are in. E.G – A facilitator will not</li> </ul>				
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		perform Veil Poi if there is not enough space.				
Safeguarding concerns.	<p>Students may say or do something that displays as a safeguarding concern.</p> <p>An adult in the space may behave in a way which displays as a safeguarding concern or inappropriate conduct.</p>	<ul style="list-style-type: none"> <li>• All facilitators are informed of OpenView Education’s Safeguarding procedures and complete a new team member assessment, where they outline how to respond to different safeguarding disclosures.</li> <li>• All facilitators receive safeguarding guidelines and instructions for responding to different safeguarding concerns – including concerns about another adult’s behaviour.</li> <li>• The name of the Designated Safeguarding Lead is requested ahead of the visit to the school and this information is shared with the facilitator.</li> <li>• Facilitators report any safeguarding concerns to OpenView Education.</li> <li>• OpenView Education always follows up with the school on any safeguarding concerns.</li> <li>• Facilitators receive details of OpenView Education’s values and are asked to behave in line with these when providing services to the company.</li> </ul>				

		<ul style="list-style-type: none"><li>• OpenView Education follows Safer Recruitment Guidelines.</li><li>• All Facilitators have a current Enhanced DBS Check and Photo ID.</li></ul>				
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