



## RISK ASSESSMENT

<b>Department:</b>	Environment & Communities	<b>Service Team:</b>	Enfield Music Service
<b>Manager:</b>	Wendy Kemp	<b>Persons undertaking the assessment:</b>	Wendy Kemp
<b>Work Activity being assessed:</b>	Schools Showcase Festival	<b>Risk Assessment Number:</b>	4
<b>Date of assessment:</b>	January 2026	<b>Date of next review:</b>	January 2027
<b>SCOPE OF OPERATION, LOCATION AND TIME</b>			<b>ASSOCIATED GUIDANCE</b>
<b>SCOPE OF OPERATION (description of tasks being undertaken):</b>  EMS Schools Showcase festivals at Millfield Theatre March 23 <sup>rd</sup> /24 <sup>th</sup> 2026  Performances involving school ensembles from Enfield primary and secondary schools.			
<b>LOCATION:</b>  Millfield Theatre Silver Street, Edmonton, N18 1PJ			
<b>WHEN DOES THE ACTIVITY TAKE PLACE</b> ( <i>early hours, during normal hours, after 6pm or at weekends</i> )  <b>Event times:</b> 23 <sup>rd</sup> March: 10:30 – 12:00 and 1:00 – 2:30pm 24 <sup>th</sup> March: 10:30 – 12:00 and 6:45 – 8:30pm			

**Council Risk Assessment Sheet**

<b>Activity:</b>	EMS Schools Showcase 2026	<b>No. of pages:</b>	4	<b>Page number:</b>	2
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<b>What are the hazards?</b>	<b>Who is at risk and How would they be harmed?</b> (e.g. staff, public, contractors – trip, slip, fall, assault)	<b>What is currently done to reduce / control the risk?</b>	<b>Risk level scoring (H,M,L)</b>	<b>What more can be done to reduce risk?</b>	<b>Action by whom, by when?</b>
Child Protection - general	Performers – potential for child protection issues as members of the public can access site during the day	<p>Ensure children are supervised at all times, particularly during break times and at the end of the event. Schools are responsible for correct ratio of accompanying adults and EMS staff member to monitor the doors into the auditorium during the arrival/exit periods.</p> <p>Pupils from primary choirs to remain with their accompanying adults throughout.</p> <p>Primary age pupils to be accompanied to toilets by a school staff member. A limited number of toilets are backstage which will only be accessible to performers and will be for children only. More toilets are available front-of-house but these will also be for use by adults and open to members of the public.</p>	L	All staff to maintain high awareness of potential issues.	All EMS staff and all school staff, throughout
Child Protection - photography	Performers – potential for images to be taken of vulnerable children/young people	<p>Photography by members of the public is not allowed – this will be announced and included in the programme.</p> <p>Photo consent to be checked for school pupils and any EMS photographer will be briefed regarding which shots may be taken. School staff to only take photographs of children from their own school, and only where photo consent pre-exists.</p>	L		All EMS staff and all school staff, throughout

Child Protection – personal data	Performers – potential for personal data to be discovered	EMS holds no personal data on school pupils involved and programmes will not include pupil names to avoid potential identifying data.  School staff to maintain and protect any sensitive data required relating to their pupils.	L		EMS staff and School staff
Incident requiring First Aid	Performers/Staff – low level scrapes/bruises through to serious incident requiring emergency response	In the event that the emergency services need to be called, the full address of the venue is:  <b>Millfield Theatre, Silver Street, Edmonton, N18 1PJ</b>  EMS leadership team have emergency First Aid training and First Aid kits are held by the venue.  Temporary wires/cables to be minimised and taped down	L	Reduction of hazards where possible & staff alert to injury risks.  Venue staff	EMS staff and school staff, throughout
Special Needs	Performers – potential for illness, injury or harm due to special needs of student(s) e.g. behavioural or medical needs	School staff to maintain information on needs of pupils and act as appropriate.  All performers and Staff asked to ensure any food is nut-free.	L		School staff  All, throughout
Fire/Fire evacuation	Everyone present – potential for harm due lack of awareness of emergency exits	EMS management team members to check muster point and fire exits on arrival at venue and brief school staff on their arrival.  In the event of evacuation, performers and staff to leave as directed by venue staff and muster at the assembly point.	L		EMS staff on arrival  All EMS, school and venue staff
Other large-scale evacuation	Everyone present – potential for harm due to unknown situation	All performers to leave the building as advised by venue staff and assemble at the muster point as previously briefed (unless advised to assemble elsewhere by Emergency Services due to the nature of the incident).	L		All EMS, school and venue staff

Slips and trips – general	Performers, staff and public	<p>Any spillages to be cleared as soon as possible by venue staff and, if appropriate, have a slip warning sign placed over them.</p> <p>Before the house is opened to the public, it is checked for any loose cables, or other pieces equipment that could present a trip hazard.</p> <p>Any accidents or near misses are reported to Wendy Kemp who informs venue staff after the event.</p>	L		EMS staff, school staff and venue staff
Movement of heavy/large objects.	EMS staff - injury to back and/or elsewhere	<p>Safe working practices are adopted when moving equipment and trolleys are used to move heavy equipment. EMS staff have received manual handling training.</p> <p>Heavy equipment belonging to venue only to be moved by venue staff.</p>	L	Always take appropriate care.	EMS and venue staff during set-up and/or breakdown
Dimly lit areas with unexpected objects present e.g. stage wings	Performers/Staff - potential to slip, trip, fall (as noted above) and/or knock in to objects	<p>Extra care taken when in dimly lit environments (wings/backstage) with these spaces to be kept clear of obstacles wherever possible. All walkways kept clear of obstructions.</p> <p>Majority of performers will not access the wings/backstage space as dressing rooms only to be used for instrument cases.</p>	L	Vigilance and awareness to be maintained.	All EMS and venue staff, throughout