

FESTIVAL FAVOURS 2021 RISK ASSESSMENT

Department	Learning & Engagement
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Line Manager Sign Off	
H&S Sign Off	
Activity Details	A range of creative activities and performances for community groups across Edinburgh. Each activity will be bespoke to the group and their venue.
Location	Various across Edinburgh both indoor and outdoor.

Considerations	
Is this activity necessary?	
Could this activity be performed in a safer way? <i>i.e. remotely?</i>	
Does this activity go against the festival Covid-19 objectives? (Protect our People, Protect our Performers, Protect our Venues, Protect our Audience)	
Is additional expertise required to complete this assessment?	

Hazards Identified and Risks Arising		Risk Assessment & Precautions Required
<p><i>Identify and list what hazards could cause <u>significant</u> harm, how and to whom. This includes <u>anybody</u> who may be present and affected by your activity, not only your team (e.g. other workers, public, drivers, children, elderly, disabled and those who may be more vulnerable to certain hazards)</i></p>		<p><i>What will we do to reduce the risk?</i></p>
Hazard:	To Whom:	
<p><i>What could cause harm?</i></p>	<p><i>Who is at risk?</i></p>	
<p>Workshop Participation Issues</p> <p>Preparation & Planning</p> <p><i>Thinking about the participants and their abilities, making sure that all access issues and ability levels are account for in activities.</i></p>	<p>Community Group Members</p>	<ul style="list-style-type: none"> • Information on participants to be gathered in advance and shared with delivery artists in order to plan any physical activity. • Delivery artists to check in with participants before activity to ensure everyone is happy with what will be required of them. • Plan regular breaks within physical activities to allow for rest and hydration. • For those with physical support needs, ensuring that supervision is provided throughout the activity
<p>Injury due to fall and/or physical activity</p> <p>Preparation & Planning</p> <p><i>How is the space set-up to ensure the safety of participants and artists attending the activity?</i></p>	<p>Community Group Members, Artists, EIF Staff</p>	<ul style="list-style-type: none"> • Workshop area and access routes to be checked for trips and hazards and ensure that any issues are removed before beginning activity. • Keep participants away from live edges. • Delivery artists to carry out a H&S room check before beginning activity ensuring that there is nothing that could cause injury. • Venues/Community Groups to also provide a risk assessment in advance of the activity.
<p>Images of individuals being taken/held without permission</p> <p>Photo Release Forms</p> <p><i>Has the relevant documentation been acquired from participants before photographs are taken or filming commences?</i></p>	<p>Community Group Members</p>	<ul style="list-style-type: none"> • All participants to be provided with photo release forms in advance of activity. • Anyone under 16-years-old to have a photo release form signed by a parent or guardian. • All signed photo release forms to be held securely. • Photographers to be clearly briefed on those who cannot be photographed. • Regular audit of photo database to remove photos which the agreements for have lapsed.
<p>Child Safety</p> <p>Child Protection Policy & PVG</p> <p><i>Are we doing everything we can to ensure child protection?</i></p>	<p>Younger Community Group Members, Artists, EIF Staff</p>	<ul style="list-style-type: none"> • Edinburgh International Festival's Child Protection Policy Code of Conduct to be part of all delivery artist agreements. • Edinburgh International Festival's Child Protection Policy to be shared with all relevant community groups. • All delivery artists working with children to be part of the Disclosure Scotland PVG scheme and update checks carried out by Edinburgh International Festival.

<p>Fire and incidents</p> <p>Fire Safety Procedures</p> <p><i>Are the relevant procedures and equipment in place for potential fires or incidents?</i></p>	<p>Community Group Members, Artists, EIF Staff</p>	<ul style="list-style-type: none"> • Fire Safety Procedures to be acquired from all venues used as part of the project in advance of activity taking place. • Venue management to provide a fire safety presentation at start of all activity identifying fire exits and any procedures attendees should be aware of. • Community Group Leaders to keep a register of all participants on site during activity.
<p>Severe weather</p> <p>Preparation & alternative arrangements</p> <p><i>Is there planning in place if the weather will disrupt activities?</i></p>	<p>Community Group Members, Artists, EIF Staff</p>	<ul style="list-style-type: none"> • A weather check to be carried out the day before activity and any alternative arrangements to be made. • Clear information provided to all participants about the correct clothing and/or equipment to bring for outdoor activity including waterproofs, sunscreen, and water. • Clear procedures for what happens if an activity needs to be cancelled or postponed due to severe weather.