

**RISK ASSESSMENT FORM**

**Pulse**

**Bamboozle Theatre Company Ltd.**

Project: Pulse Risk Assessment updated: 2024	Date of original assessment: 2019  Date of current version: 26/02/2024  Date reviewed: 26/02/2024	Assessors – David Hatley and Jade Frost
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Ref	Activity	Hazards	Persons at Risk	Severity (1-5)	Likelihood (1-5)	Risk Rating	Current Control(s)	Further Controls (if needed)
1	<b>Any time spent in an external venue/ school</b>	<ul style="list-style-type: none"> <li>Working in an unfamiliar building causing following hazards:</li> <li>Difficulty evacuating safely in an emergency</li> <li>Going into part of the building that has other hazards team is unaware of (e.g., People working at height, COSHH items etc)</li> </ul>	<ul style="list-style-type: none"> <li>Bamboozle Staff</li> <li>Other users of the building</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>The venue / school is asked to confirm that an emergency evacuation plan is in place which will cover evacuation of the team and that a briefing will be provided on arrival if necessary.</li> <li>Team to only go into areas of the building they are shown by the venue or school.</li> <li>Venue or school to brief team if there are any areas they should not enter.</li> </ul>	Controls:  By when:  By whom:  Date Completed:

2	<b>Safety in Bamboozle's studios/ offices</b>	<ul style="list-style-type: none"> <li>• Difficulty evacuating safely in an emergency</li> <li>• Going into part of the building that has other hazards team is unaware of (e.g., People working at height, COSHH items etc)</li> </ul>	<ul style="list-style-type: none"> <li>• Bamboozle staff</li> <li>• Other users of the building</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>• All team members to sign in and out</li> <li>• All team members to be briefed on emergency evacuation procedure on first day in building (what to do if you discover a fire, what to do if you hear the alarm, evacuation routes, key to escape garage, meeting point)</li> <li>• Team to be informed that there are other users of Bamboozle's building and that they must only go into parts of the building they are asked to go to.</li> </ul>	<p>Controls:</p> <p>By when:</p> <p>By whom:</p> <p>Date Completed:</p>
3	<b>Making sets/ props/ costumes/ puppets etc</b>	<ul style="list-style-type: none"> <li>• See separate 'Bamboozle Workshop and Making risk assessment'</li> </ul>	<ul style="list-style-type: none"> <li>• See separate 'Bamboozle Workshop and Making risk assessment'</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• See separate 'Bamboozle Workshop and Making risk assessment'.</li> </ul>	<p>See separate 'Bamboozle Workshop and Making risk assessment' assessment</p>
4	<b>Driving cars and vans on Bamboozle business + accommodation</b>	<ul style="list-style-type: none"> <li>• Road safety hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Bamboozle staff</li> <li>• Members of the public</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>• Designated drivers are identified in advance, where the project requires a long journey (or journeys) (over 3 hours), 2 nominated drivers will be identified for each vehicle so that the main driver is able to share the driving if they feel unsafe to drive. If driving a hired van, Bamboozle will add both drivers to the hire agreement. If driving another team member's personal vehicle, arrangements will be put in place for single day insurance to be taken out if needed – NB, this will only be set up at the point that it becomes necessary, so the nominated second driver must be aware that further action is needed before they can drive the car.</li> <li>• If a secondary driver is not available to accompany the main driver on journeys over 3 hours, the main driver will ensure adequate breaks are taken over the duration of the</li> </ul>	<p>Controls:</p> <p>Drivers: David Hatley Andy Finn Rachel Hammond</p> <p>By when:</p> <p>By whom</p> <p>Date Completed:</p>

							<p>journey. If the driver feels unsafe to drive at any point, they are to make the director/project manager/tour co-ordinator aware immediately so an alternative driver can be arranged.</p> <ul style="list-style-type: none"> <li>• Designated drivers hold appropriate licences, and these are checked by Bamboozle.</li> <li>• If using own vehicles to drive for Bamboozle (other than commuting), individual's insurance policy includes business use, and this is checked by Bamboozle</li> <li>• If using own vehicles, the vehicles have a valid MOT check (if over 3 years old), and this is checked by Bamboozle</li> <li>• Insurance cover for vans agreed with van hire company</li> <li>• Vehicles will only be hired from reputable hire companies</li> <li>• Drivers are responsible for doing a visual check of the vehicle they are driving (whether their own or a hired vehicle to check for observable defects)</li> <li>• Drivers are responsible for ensuring that when driving at work or on company business they adhere to both the requirements of 'The Road Traffic Act' and 'The Highway Code.' This includes ensuring they do not drive in excess of the speed limit, use handheld mobile devices or drive under the influence of alcohol or drugs, including prescription drugs that indicate driving risk.</li> <li>• Drivers are responsible for ensuring that the vehicle is loaded safely and legally, with items carried being loaded evenly throughout the</li> </ul>	
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							<p>cargo area ensuring that individual axles are not overloaded, that the heaviest items are at the bottom and that appropriate restraints are used if necessary to secure the load. Bamboozle staff confirm they have been provided with van loading guidance and either have requested and completed further online training if they feel they require it, or that they feel competent to proceed with guidance supplied.</p> <ul style="list-style-type: none"> <li>• A basic safety kit including high vis jackets, a warning triangle and a basic first aid kit will be carried in any vans used.</li> <li>• The driver is responsible for pre-planning the route, including planning rest stops if required.</li> <li>• The driver must stop if they do not feel safe to drive and inform the office if another driver is unable to take over the duties or if insurance needs to be arranged.</li> <li>• Accommodation: single occupancy rooms in min 3-star accommodation to be booked by Bamboozle. All Bamboozle team members to stay in the same hotel, or if this is not possible, split across as few hotels as possible and so that there is never a team member as the only person staying in a single hotel.</li> </ul>	
5	<p><b>Get-in and get out of venues (including moving 'set materials' during rehearsals/development at Burm Moor Street)</b></p>	<ul style="list-style-type: none"> <li>• Lifting heavy equipment</li> <li>• Trips, slips and falls</li> <li>• Using electrical equipment</li> <li>• Possible use of ladders to rig lighting</li> </ul>	<ul style="list-style-type: none"> <li>• Bamboozle Staff</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• Bamboozle staff confirm they have been provided with manual handling guidance and either have requested and completed further online training if they feel they require it, or that they feel competent to proceed with guidance supplied.</li> </ul>	<p>Controls:</p> <p>By when:</p> <p>By whom:</p>

							<ul style="list-style-type: none"> <li>• Gloves available in Bamboozle garage if team lifting objects which could cause cuts/ splitters etc. Team to take gloves on project if required.</li> <li>• Team to wear appropriate footwear during get in/get out.</li> <li>• Lifting aids to be taken by team if required</li> <li>• Lift to be used in Burnmoor Street to move heavy items or significant quantities of items between Street level and studio level.</li> <li>• Bamboozle to find out if performance space is not on ground floor level and discuss arrangements for use of additional lifting equipment (or a lift) if access is via steps.</li> <li>• Team to take extra care if get-in/ out involves walking on wet surfaces (e.g., outdoor space in rain)</li> <li>• Venue/ school to ensure that the performance/ workshop space and access to it is clear of obstructions and Bamboozle team to check for any obstacles before commencing the get in and move as necessary.</li> <li>• Bamboozle to ensure the same in Burnmoor Street.</li> <li>• If loading/ unloading at night or in low light head torches and high vis jackets to be worn.</li> <li>• No electrical items to be used that do not plug in to standard plug sockets. Bamboozle team must never undertake any electrical work/ repairs.</li> <li>• All electrical equipment more than 1 year old to hold current PAT test, team to inform office if any item missing PAT testing sticker and take out of use until it can be confirmed if the item</li> </ul>	Date Completed
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							<p>has been tested. Any items with visible signs of damage to be taken out of used by the team and office to be informed.</p> <ul style="list-style-type: none"> <li>• Appropriate Bamboozle ladder(s) to be taken if required (e.g., to set up lights), these ladders inspected to a regular schedule. Person using ladder to do a visual inspection prior to each use.</li> <li>• Bamboozle staff confirm they have been provided with working at height/ ladder use guidance and have either requested and completed further online training offered if they feel they require it, or they feel competent to proceed with guidance supplied.</li> </ul>	
6	<p><b>Performances / Workshops – physical demands on performers (inc. lifting puppets. Set etc)</b></p>	<ul style="list-style-type: none"> <li>• Bamboozle team sustain injury due to lifting, or stretching etc as part of the performance, or due to falling from part of the set</li> </ul>	<ul style="list-style-type: none"> <li>• Bamboozle staff</li> </ul>	4	2	8	<ul style="list-style-type: none"> <li>• Rehearsal period ensures that the Bamboozle team are trained and practiced in any movement that may put a strain on the body or involve working at height. Performance to be adapted if during rehearsal period any safety issues are found.</li> <li>• Performance to be adapted if during a run physical strain or other safety risks are found to develop.</li> <li>• Bamboozle staff confirm they have been provided with manual handling and working at height guidance and either have requested and completed further online training if they feel they require it, or that they feel competent to proceed with guidance supplied.</li> <li>• Items of set, props and puppets checked prior to the project beginning to ensure they are in a good state of repair and do not present a risk</li> </ul>	<p>Controls:</p> <p>By when:</p> <p>By whom:</p> <p>Date Completed</p>

							<p>of injury (e.g., No splinters, no nails sticking out, not at risk of breaking). Visual checks to be carried out throughout the project Any ladders used as part of the performance to be checked against the ladder safety checklist. Any items used purely as set dressing and not safe to stand on/ use as the item they represent, to be identified by the team (e.g., ladder used purely for set dressing, but not tested or safe to use as a ladder, box used as set dressing that is not strong enough to hold weight etc)</p> <ul style="list-style-type: none"> <li>Any damaged items to be removed from use and the performance adapted. Where possible, team to repair the items. Where not possible, team to report damage to be reported to the office and alternative sourced.</li> </ul>	
7.	<p><b>Performances / Workshops – Working with young audiences/ participants</b></p>	<ul style="list-style-type: none"> <li>Audience members become injured (e.g., if something falls from the set or a performer knocks into them by accident.)</li> <li>Audience members could injure themselves or others through the way they interact with the performance (with the performers, set and other audience members)</li> <li>Bamboozle team and participant could get a</li> </ul>	<ul style="list-style-type: none"> <li>Participants (young people)</li> <li>Bamboozle staff</li> <li>Other audience members</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Rehearsal period ensures that the Bamboozle team are trained and skilled in responding to needs of the audiences who might be described as having profound and multiple learning disabilities.</li> <li>Schools have been advised that this production is for maximum group sizes of 6 pupils. Pulse has been designed for children who use a wheelchair. The show may accommodate children who are ambulant but able to remain seated for the duration of the show. <b>The show cannot accommodate children who need to get up and move around the space and does not have an exploratory set for safety reasons which include trip hazards such as wires, hard and/or heavy items which could fall is pushed such as the screens made from wood</b></li> </ul>	<p>Controls:</p> <p>If an occasion arises where audience suitability guidance has not been followed and pupils' access needs present an additional risk, the team reserve the right to stop or cancel a performance</p> <p>By when: During the performance</p> <p>By whom: Stage Manager (performers to raise any concerns with Stage Manager)</p>
				2	2	4		
				5	1	5		

		<p>shock from electrical equipment</p>		<p>4</p>	<p>2</p>	<p>5</p>	<p><b>and corrugated metal, delicate instruments such as a violin and banjo, and items which could present finger traps (The Cloud-O-Matic machine and Patience's ladder).</b> We are not able to perform for larger group sizes to ensure the safety of our team and our audience.</p> <p>If there is no rehearsal period, only artists previously trained and rehearsed by Bamboozle and considered by the company to be skilled in this area will be used.</p> <ul style="list-style-type: none"> <li>• Participants are always accompanied by school staff / families / carers / another appropriate adult who will be observing the performances.</li> <li>• Bamboozle team aware of any hazards within the performance (e.g., Items that could be thrown / fall etc) and shows designed to ensure cast can manage any issues should they arise, including pausing or stopping the performance if necessary.</li> <li>• Team practiced in the setting up of all equipment/ set (including technical equipment). Team to ensure all set, props and technical equipment is properly set up and secured as necessary during the get in.</li> <li>• Stage Manager will check the set prior to the performance to ensure there are no trip or slip hazards and ensure that any flooring materials are appropriately secured.</li> <li>• See 5 for measures regarding electrical equipment,</li> </ul>	<p>Date Completed</p>
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							<ul style="list-style-type: none"> <li>Bamboozle Safeguarding policy in place, to be followed at all times, including policy regarding DBS checks</li> </ul>	
8.	<p><b>Performances / Workshops – involving use of / props / natural materials and / or food items</b></p>	<ul style="list-style-type: none"> <li>Injury or allergic reaction to natural materials.</li> <li>Hazard of swallowing or choking on natural materials.</li> <li>There are moments during the performance where participants are touched with feathers – there is potential for these to be grabbed.</li> </ul>	<ul style="list-style-type: none"> <li>Participants</li> <li>Bamboozle team</li> </ul>	5	1	5	<ul style="list-style-type: none"> <li>Medical information collected from the Bamboozle team to identify any allergies within the team.</li> <li>Any materials which may contain allergens is included at the bottom of this risk assessment. The school needs to circulate this information to staff who are bringing students to performances, and to check if they present any risk to the children who have been selected to attend performances. If there is individual with an allergy to any natural material in the show, staff must make Bamboozle aware in advance of the show; if possible, in writing via email ahead of our visit, or on arrival at the school so that additional controls can be taken. For Bamboozle’s showcase presentation, Bamboozle will alert participating families to this list and ask them to identify any risks.</li> </ul> <p><i>*See controls</i></p> <ul style="list-style-type: none"> <li>Teachers / care workers / family members are present and observing the performances, supervising students’ interaction with natural materials.</li> <li>Teachers / care workers / family members present advised of potential risk by the team before the show.</li> <li>Materials which could present a risk in respect of allergic reaction, choking etc are not left where there could be unsupervised access.</li> </ul>	<p>Controls:</p> <p>1: If allergy or seizure trigger present, remove the element from the from the performance if possible.</p> <p>2: If it is not possible to remove the allergen / seizure trigger, the participant will not be able to access the performance.</p> <p>By when: Ahead of or on day of performance</p> <p>By whom: If school notify Bamboozle ahead of performance, Tours Co-ordinator to agree arrangements with Stage Manager. If on day of performance, school staff agree arrangements with Stage Manager</p> <p>Date Completed</p>
				5	1	5		
				2	2	4		

							<ul style="list-style-type: none"> <li>If appropriate, school staff are to make our team aware of any specific sensory sensitivities, (e.g., photosensitivity), or seizure triggers for participants on arrival / ahead of performances.</li> </ul>	
9	Performances / Workshops– Fire risk	<ul style="list-style-type: none"> <li>Materials and heat sources used by Bamboozle could cause a fire.</li> </ul>	<ul style="list-style-type: none"> <li>Participants</li> <li>Bamboozle Staff</li> <li>Anyone else in the building</li> </ul>	5  5	1  3	5  15	<ul style="list-style-type: none"> <li>All measures apply to work in Bamboozle studios / offices and in external venues / schools</li> <li>See 5 for measures regarding electrical equipment.</li> <li>Any materials that will be close to strong lighting to be treated with fire retardant materials.</li> <li>Bamboozle team to be aware of where heat sources (including lighting) are located and to check that they do not become overheated and that untreated materials are kept away from them.</li> <li>See 1 and 2 for emergency evacuation.</li> </ul>	<p>Controls:</p> <p>By when:</p> <p>By whom:</p> <p>Date Completed:</p>
10	Performances / Workshops– First Aid	<ul style="list-style-type: none"> <li>No First Aid person on Bamboozle’s project delivery team.</li> </ul>	<ul style="list-style-type: none"> <li>Bamboozle Staff</li> <li>Participants</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>All rehearsals etc at Burnmoor Street to be scheduled so that at least one of Bamboozle’s 2 staff trained in basic first aid is present.</li> <li>The venue / school confirms that a trained first aider will be on site to deal with first aid needs of Bamboozle’s team and participants and that a briefing will be provided on arrival if necessary.</li> <li>IF WE FIND THAT NO FIRST AIDER WILL BE IN VENUE, IN THE FIRST INSTANCE WE SHOULD SEE IF IT IS VIABLE FOR A BAMBOOZLE FIRST AIDER TO BE PRESENT, IF SO:</li> <li>One of Bamboozle’s 2 staff trained in Basic First Aid will attend the event with a basic first aid kit</li> </ul>	<p>Controls:</p> <p>By when:</p> <p>By whom:</p> <p>Date Completed</p>

							<ul style="list-style-type: none"> <li>• IF THERE IS NO FIRST AIDER AND IT IS NOT VIABLE FOR ONE OF BAMBOOZLE'S FIRST AIDERS TO BE PRESENT</li> <li>• In the absence of a designated first aider a competent person is nominated to call an ambulance if necessary. Bamboozle team carry a basic first aid kit to be made available to individuals to administer their own treatment for minor injuries (e.g., cuts etc) or for individuals to treat people they are responsible for. Bamboozle team must not administer first aid on others.</li> <li>• Bamboozle team provide their own medical information and emergency contacts and this information is taken by the team to inform emergency services if necessary (e.g. they become ill during a project).</li> </ul>	
11	Performances/ Workshops – provision of hoist and changing bed	<ul style="list-style-type: none"> <li>• Injury due to failure of hoist or misuse</li> </ul>	<ul style="list-style-type: none"> <li>• People using hoist (those lifting and those being lifted)</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• Bamboozle arrange for routine servicing of the hoist.</li> <li>• Project lead is responsible for ensuring that the changing bed has been set up correctly, that it is stable and to do a visual check for any faults on the changing bed and hoist. If they are not able to do this, they are responsible for nominating another member of the team and ensuring that they are confident in their duties.</li> <li>• Where Bamboozle's hoist is provided, this is for participants use only, and is only to be operated by a participant's care team. The operator is responsible for ensuring that safe lifting techniques are being used, straps are safe and properly fitted etc. This will be made</li> </ul>	<p>Controls:</p> <p><b>Not applicable to this production</b></p> <p>By when:</p> <p>By whom:</p> <p>Date Completed</p>

							<p>known to attendees via email and a sign in the changing area.</p> <ul style="list-style-type: none"> <li>Members of Bamboozle’s team are not trained to use the hoist and must not do so. If assistance is requested from the operator, this must be referred to the project lead or a responsible person nominated by them. The lead / nominated responsible person must let the individual know that they are not trained in lifting people or the use of the hoist, they are acting completely under the user’s instruction and the responsibility is that of the operator. Bamboozle team members must not do anything that they do not feel completely comfortable with involving the hoist.</li> </ul>	
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**NATURAL MATERIALS USED IN PERFORMANCES:**

- **Children’s play sand:** we use non-toxic play sand. This is poured into a bowl in the performance and kept at a slight distance from the audience. Instructions on the sand we use features the following guidance: do not put sand in mouth. If sand comes into contact with eyes, wash out with clean water.
- **Mitti Attar:** essential oil used in a water spray which is sprayed over the audience. Mitti Attar is a traditional aromatic essence of baked earth hydro distilled into high quality Indian sandalwood.
- **Basil Oil:**  
Heavily diluted essential oil is used in water spray. This is sprayed for the aroma, and won’t be sprayed directly at the audience members.
- **Cornflakes:**  
There is a choice for participants to feed the puppet ‘Bird’ in the performance with cornflakes. Cornflakes are gently poured into the hand of each participant if permissions is indicated. Ingredients: Milled corn, sugar, malt flavour, contains 2% or less of salt, BHT added to packing for freshness, Vitamins and minerals: Iron, vitamin C (sodium ascorbate, ascorbic acid), Nacinamide, Vitamin B6 (Pryidoxine Hydrochloride), Vitamin B2 (Riboflavin), Vitamin B1 (Thiamin Hydrochloride), Vitamin A. **May contain Gluten from other Cereals.**
- **Rubber Wellington Boots:**  
Members of the cast perform a “gumboot” dance in which Wellington boots are worn.
- **Hessian sacks:**  
Used as part of the set décor and on the sensory exploration board which is available one hour before performances.
- **Feathers:**  
These are used to decorate our Bord puppet and may be brushed against the skin.



creating possibilities for disabled children

**Risk Scoring Key** (Severity multiplied by likelihood) severity and likelihood are assessed considering current measures in place:

Severity		Likelihood		Risk Rating Categories
Fatality	5	Certain or imminent	5	Acceptable 1-5
Major injury, disabling illness, major damage	4	Highly likely	4	Tolerable 6-9
Lost time injury, illness, damage	3	May happen	3	Unacceptable – further measures must be put in place: 10-12
Minor injury, minor damage	2	Unlikely	2	
Delay only	1	Very unlikely	1	

**Methodology For Controls**

- Eliminate
- Substitute
- Reduce
- Isolate
- Enclose
- Other Engineering Controls
- Safe System of Work
- Training/Communication
- Personal Protective Equipment
- Discipline & Enforcement

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