

Risk Assessment - Songwriting Workshop for Children and Young People

Potential Hazards and Control Measures

Hazard	Risk Level (Low/Medium/High)	Existing Control Measures	Further Control Measures Required
Physical Injuries: Slips, trips, falls	Low	Clear pathways, secure cables, well-lit area.	Ensure chairs and tables are stable and appropriate for children's height.
Cuts/Scratches: From musical instruments (e.g., guitar strings)	Low	Briefing on safe handling of instruments, supervision during instrument use.	Provide child-friendly instruments where possible. Regular checks of instruments for damage.
Allergies: Food/drink, craft materials, environmental	Medium	Request allergy information from parents/guardians beforehand. No food/drink sharing.	Clearly label all craft materials and ensure they are non-toxic and hypoallergenic. Ensure good ventilation.
Fire: Electrical equipment, flammable materials	Low	All electrical equipment is PAT tested. Fire exits clearly marked.	Workshop leader and assistants aware of fire safety procedures and emergency exits.
Safeguarding Concerns: Unsupervised interactions, inappropriate content	High	All staff have DBS checks. Clear code of conduct for staff and children.	Maintain appropriate staff-to-child ratios. Encourage group work, avoid one-on-one unsupervised

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			interactions. Content of songs will be age-appropriate and monitored.
Noise Levels: Prolonged exposure to loud music/singing	Low	Regular breaks, monitoring of sound levels.	Encourage children to use "inside voices" during creative discussions. Offer quiet activities during breaks.
Health & Safety: Illness, first aid incidents	Medium	First aid kit on site, designated first aider.	Ensure all staff are aware of first aid procedures and emergency contact information for each child. Implement a clear sickness policy.
Emotional Distress: Performance anxiety, negative feedback	Medium	Encourage positive peer feedback, focus on creativity, not perfection.	Create a supportive and encouraging environment. Offer alternative ways to participate for shy children.

Emergency Procedures

- **Fire:** Follow designated evacuation plan.
- **First Aid:** Administer first aid, contact parents/guardians, call emergency services if necessary.
- **Safeguarding Incident:** Follow organisational safeguarding policy. Report to designated safeguarding lead: Local contact or NSI contact: Will Dalziel.