Paradigm Arts SAFEGUARDING | DBS | RISK REGISTER

SAFEGUARDING OFFICER

ORGANISATION	Paradigm Arts
SAFEGUARDING OFFICER	Robert Pitman
ORGANISATIONAL SAFEGUARDING OFFICER *(If different from above)*	As above
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DBS CHECKS

NAME	ROLE	DBS REFERENCE	DATE OBTAINED
Robert Pitman	Director	001969777495	13/05/26

RISK ASSESSMENT OVERVIEW

RISK ASSESSMENT PREPARED BY:	Robert Pitman
DATE INITIALLY PREPARED:	7/9/22
DATE UPDATED:	15/9/26

RISK LEVEL:	**HIGH…**	**MEDIUM…**	**LOW…**
The severity of the risk should be assessed as:	…if it could result in death or as threshold or serious injury or harm	…if it would mean administering first aid and disrupting proceedings	…if it would mean administering minor first aid without disrupting proceedings
Likelihood should also be assessed as:	…if it is likely or probable	…if it is possible	…if it is remote or improbable.

No	RISK	POTENTIAL IMPLICATIONS	LIKELIHOOD	SEVERITY	MITIGATION/CONTROL	ACTION	RESPONSIBLE STAFF MEMBER
1	Working in a building when the fire alarm sounds	Panic in unfamiliar surroundings Uncertainty about what to do	Low	High	Participants briefed on fire alarm arrangements in induction session and in any subsequent initial session in a new building. Participants will not be left unsupervised. Arrangements for any participants with special needs (such as deaf participants or wheelchair users) are known by the course leaders and discussed at the induction session with the individual participants.	Session 1: Participants informed of procedures and exit routes during induction	RP
2	Use of technical equipment during workshops and in the production of short films	muscle injury/ strains	Med	Low	Full training on equipment provided to all students includes not only how to use but also how to handle to reduce risk	First session to include full training on correct and proper use of equipment. This is repeated throughout and consistent oversight provided during production phases	RP
3	Slips and trips	injury to students and staff caused by objects or spillages	Med	Low	good housekeeping -all areas are well lit and staff remain vigilant throughout the programme. Offices cleaned regularly	maintain vigilance	RP
4	Manual handling of paper and use of office equipment	injury to staff and/or students from handling paper/and personal office equipment	Low	Low	ensure that all provision of equipment and learning materials is done so in a safe manner. Remind all staff and students about the dangers of handling heavy or cumbersome equipment/materials	ensure all equipment is made safe and provision of materials remains the responsibility of staff	RP

5	Electricity	the use of any electrical equipment during the programme could lead to potential shock or burns from faulty equipment. NB Electrical faults can also lead to fire(see note 1)	Low	High	All equipment used during the programme is subject to PAT testing and regular maintenance. Staff have experience and training to spot likely problems and prevent serious injury as a result of using defective or faulty items.	All access to mains supply will be via the LCC maintained Collection Museum and equipment provided for the use of students will be PAT tested	RP
6	Inappropriate behaviour between participants, such as bullying	Young people feeling isolated and bullied	Low	Low	Participants to be briefed and to understand the team's expectations for behaviour and their own responsibilities. Inappropriate behaviour will be dealt with swiftly. All participants have been shown in advance and signed a participation agreement specifying acceptable standards of behaviour.	All participants sign Code of Conduct agreement during induction (See also Safeguarding)	RP
7	Safeguarding - disclosures made by young people	Staff and/or young person making disclosure are vulnerable and exposed	Low	High	All core delivery staff receive full Child Protection Training, have full enhanced DBS clearance and a long standing professional working relationship with Paradigm Arts. All visiting industry specialists are required to sign a Code of Conduct and are supervised at all times during their delivery by Paradigm Arts Programme Management. This ensures that at no time are students left alone with non PA staff or could be considered outside of core team control. The professional Code of Conduct outlines Paradigm Arts procedure for dealing with and managing a safeguarding incident(s) relating to disclosure or suspicious behaviour	At no point during the programme will young people or staff be encouraged to work in isolation. Communications are limited and interaction between them takes the form of masterclasses delivered in the presence of core staff and DSO Paradigm Arts has a clear safeguarding policy and procedural guidance for all staff on how to deal with any issues relating to disclosures made by young people. All staff are NSPCC trained and are fully aware of the most recent legislation and guidance such as KCSIE June 23 update	RP

8	Inexperienced youth crews on location – trailing cables, trip hazards, working with electrical equipment outdoors	Tripping or injury	Med	High	All crew and young people are to be fully briefed on safe working in the vicinity of trailing cables and lighting equipment. All productions must have a signed off RA before progressing to production phase. Inexperienced crew will need extra supervision, provided by project leaders with wide experience of working with trainee production crews. Camera and lighting equipment to be rigged by experienced mentors at all times	Pre production training session on working on set and location. Health and safety and associated risks covered in detail during planning phase with support from staff undergraduate mentors provide assistance to all groups and help staff maintain safe working standards	RP
9	Traffic	RTA	Low	High	Work with students to avoid the need for filming in busy areas. where required staff need to be present to ensure safety of students. filming should never be undertaken in public paces without prior agreement of staff	pre production training for all students includes advice and guidance on filming on location	RP
10	Infection control and social distancing	Likely transmission of infection	Med	High	Infection control procedures are adhered to as much as possible in accordance with the DfE and PHE's guidance. Students briefed before attendance and advised to wear suitable PPE - where this cannot be accessed PA will provide Infection control stations are set up, where necessary, providing soap and water, bins and alcohol-based hand sanitiser. Adequate amounts of soap, tissues and bins are available in the relevant areas. Any plans are in line with the relevant local and national advice. Students will be spaced appropriately and markings provided to indicate sensible distances	Stay up-to-date on all relevant government guidance and abide by policies and relevant changes Health and safety and associated risks covered in detail during planning phase with support from staff	RP

11	Access to learning	Infection control methods prevent participation	Low	Low	Participants to be briefed and to understand the team's expectations for behaviour and their own responsibilities. Students expected to take personal responsibility for their own risk and the use of equipment will be personalised to as to prevent sharing and unnecessary transmission through touch. Students to be provided with resources to ensure they can maximise their engagement with the programme. Where attendance is prohibited all activity will migrate and be delivered online	All students are advised before attending and advised of specific details related to H&S during orientation intro to course Where social distancing and travel is a problem resources and solutions will be provided to ensure continued engagement through the provision of online resources which can be accessed remotely	RP
12	Communication	Breakdown in communications can lead to confusion	Low	Low	Provision of all advice and guidance will be shared in a timely and accurate manner to prevent uncertainty and guard against confusion Parents/Carers/Guardians will remain informed throughout Students will understand the need to share any signs or symptoms that are off concern Staff & Students are advised to maintain social distancing	pre production training for all students includes advice and guidance on filming on location	RP

13	Online Safeguarding	Participation on the course is compromised through online associated safeguarding related problems	Low	Low	All Staff and students sign the Code of Conduct outlining individual responsibilities. PA operates using a pro-licence for both Goggle Meet, Zoom & Teams. We have immediate actions we can take to close sessions if unwanted or invited guests appear and protocols to govern interactions with students Password protection is set for all sessions delivered online All codes and links are randomly generated to prevent the re-use of codes or urls All participants screen sharing is OFF Sessions delivered online will only deliver when a minimum of 2 staff are present. Chat functions will be restricted/disabled	PA will strictly manage and oversee every aspect of the delivery when using online platforms through restricted access resources such as Google Meet & Zoom. Immediate action to close sessions remains the most appropriate course of action if unwanted or uninvited persons appear during the course.	RP

For the provision beyond 'Identifiable Risks' all staff working and delivering support for children and young people have access to a range of interconnected Policy & Procedural Guidance for all staff - which should be consulted ahead of delivery. These include:

- **Child Protection & Safeguarding Policy**
- **Child Protection & Safeguarding Procedure**
- **AntiBullying & Online Safety Policy**
- **Whistleblowing Policy**
- **Complaints Policy**
- **Online Best Practice Guide**
- **Complaints Policy**