

**Premises / Location: Rotherham Civic Theatre**

**Activity:** Young Carers visit to pantomime at Rotherham Civic Theatre on 12<sup>th</sup> December 2019

**Assessor(s): Tony Eden**

**Date:** 4<sup>th</sup> December 2019

**Review date:**

1. What could go wrong / factors to consider	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
<p>Travel to destination</p> <p>Injury during visit</p> <p>Getting lost</p>	<p>Pupils Staff Other facility users</p>	<p>Not applicable for Rotherham Sitwell Rotary.</p> <p>Ensure that Barnardo's have procedures in place for dealing with injuries. All attending Rotarians to carry mobile phone so that emergency services can be contacted First Aid equipment to be provided by RMBC Establish a muster point in case of an evacuation of the building.</p> <p>Ensure Barnardo's staff have appropriate procedures in place for dealing with lost Young Carers. Ensure all attending Rotarians are familiar with procedures. All attending Rotarians to carry mobile phone so that emergency services can be contacted</p>	<p>Tony Eden. John Walton</p> <p>Tony Eden, John Walton</p> <p>Tony Eden, John Walton</p> <p>Tony Eden, John Walton</p> <p>Tony Eden, John Walton</p> <p>Tony Eden, John Walton</p>

NB In total there are five adults for 26 children which fulfils the required ratio of three adults to 26 children. The Three Barnardo's Staff are Loco Parentis with DBS checks. Two Rotherham Sitwell Rotarians are trip facilitators (DBS checks not required).

**Please turn over**

**Important Notes to be completed: -**

1. Are the activities of this event covered by the standard RIBI Insurance Policy? **Yes / No**  
(see current "Insurance Guide" and current "Confirmation of Insurance - Public Liability", both documents are available on the RIBI website in the "Downloads Library").  
If No, take action to ensure appropriate cover, i.e. consult RIBI Insurance Brokers, Bartlett & Co Ltd.  
<https://www.rotarygbi.org/media/2019/08/2019-20-Rotary-Club-Insurance-Guide-July-2019.pdf> : particularly page 9.
2. Is a DBS check required for any aspect of the activities? **Yes / No**  
(see current "RIBI Protection Policy" available on the RIBI website in the "Downloads Library".)  
<https://www.rotarygbi.org/media/members/2019/11/2018-19-Safeguarding-Guidance-Manual-Master-Issue-1.pdf> : particularly page 19

**Signed:** \_\_\_\_\_ **Risk Assessor**      **Signed:** \_\_\_\_\_ **Event organiser**

**Print name:** \_\_\_\_\_      **Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_      **Date:** \_\_\_\_\_      **Review Date:** \_\_\_\_\_