



Risk Management and Policies

Risk Assessment Guidelines and Checklist

This forms part of the Fèisean nan Gàidheal policy portfolio

Date Approved	04/03/2022
Purpose	To minimise and mitigate risks prior to Fèis events taking place.
Summary	Checklist outlining many potential risks for tutors, volunteers and Fèis staff.

1	Pre-Fèis Checks	
1.1	<p>Venue suitability checked – Rooms & Playground (also see paras 3 and 12)</p> <p>Venue checked by members of Fèis committee up to 1 month before first day of Fèis. Room sizes and accessibility assessed for intended subject class, taking account of carrying of heavy instruments, suitability of floor for dance classes, etc. Fabric of building should be in good repair, or unsuitable areas locked.</p>	
1.2	<p>Parental Consent Forms received (with contact details)</p> <p>Parental consent forms should ideally be received with the Fèis booking form, but in advance of the Fèis to allow arrangements to be made for any dietary or other needs the child may have:</p> <ul style="list-style-type: none"> – Do rooms have to be reallocated to accommodate a child with a disability in their chosen subjects? Does a BSL interpreter need to be arranged to accommodate a deaf child? Has information on additional support needs or conditions been passed to tutors and supervisors who will be responsible for the child during the Fèis – e.g., asthma, diabetes, epilepsy, learning difficulties? Are there any adjustments required for care experienced children? 	
1.3	<p>Medical condition of participants checked on forms</p> <p>See above. Does a dedicated supervisor/auxiliary need to be arranged?</p>	
1.4	<p>Special Needs Requirements met</p> <p>See above. This may mean the use of additional equipment, booking an auxiliary, arranging an alternative meal, or extra TLC in the case of a recently bereaved child. All those who may be in the position of supervising or teaching the child should be made aware of the need for additional support measures, though the child's privacy should also be respected, and the information should not be spread more widely than necessary.</p>	
1.5	<p>Contracts & Information to Tutors/Supervisors</p> <p>Contracts detailing dates, fees, travelling expenses, accommodation arrangements, classes to be taught and evening commitments should be sent to tutors as soon as possible after booking, and it is recommended that this is not less than 3 months before the first day of the Fèis. Further information should be sent to the tutors in advance of the Fèis, such as anticipated numbers, details of Fèis theme (if appropriate), and details of any children with additional support needs who may be in their class. A meeting of tutors and supervisors should be held before the start of classes to reinforce child protection responsibilities, fire and emergency evacuation procedures, identification of the Child Protection Officer and Safety Officer, and other important information.</p>	
1.6	<p>Failure to carry out Disclosure check Tutors/Supervisors/Committee Volunteers</p> <p>It has been Fèisean nan Gàidheal policy for several years to ensure that all tutors, supervisors, volunteers, and committee members who will be attending the Fèis or have access to children attending the Fèis in whatever capacity should have been processed (via PVG through the Disclosure Scotland system successfully. This means that the information has been received from Disclosure Scotland regarding the tutor and has been checked and approved by the Fèisean nan Gàidheal Collator. Fèisean not adhering to this process are in serious breach of their membership conditions and will forfeit their grant allocation. In cases of emergency (e.g., illness of tutor) a volunteer holding an enhanced disclosure processed through Fèisean nan Gàidheal should sit in on classes where the tutor has not been disclosed through Fèisean nan Gàidheal. On no account should a class be run with a lone tutor/supervisor has not been processed successfully via Disclosure Scotland</p>	

1.7	<p>Lack of adequate Food Hygiene Standards in place</p> <p>Staff (whether contracted-in, school catering staff or committee volunteers) should preferably have Food Hygiene certificates and must be aware of the importance of hygiene in food service. There is a risk of food poisoning if food hygiene standards are not adhered to. There are regulations as to food storage, food separation, preparation, and general cleanliness, which should be observed in any kitchen preparing food. See the Food Standards Agency website at www.food.gov.uk</p>	
1.8	<p>Lack of allergy awareness among canteen/tuck shop staff</p> <p>Staff preparing food should be allergy aware and be alert to the possible consequences of food allergies and intolerances. Some food allergies can be fatal; others may cause vomiting or skin rashes to occur. Dairy and wheat intolerances may also need to be catered for.</p>	
1.9	<p>Failure to identify Child Protection Officer</p> <p>A Child Protection Officer should be identified in the case of each Fèis. This officer (usually a member of the committee) will be responsible for ensuring that all personnel have been disclosed and will be responsible for the implementation of Fèisean nan Gàidheal's Child Protection Policy, any additional policy put in place by the individual Fèis, and for the wellbeing of all children attending the Fèis for its duration. They will generally be one of the members of staff who briefs the Tutors/Supervisors meeting on Day 1 of the Fèis regarding additional support requirements, Child Protection and Health and Safety responsibilities.</p>	
1.10	<p>Inadequate First Aid arrangements</p> <p>Arrangements should be in place to deal with First Aid where required, whether to children, employees, or volunteers. Fèisean nan Gàidheal runs courses in Emergency First Aid as a regular feature of the Fèis Trànaidh and will assist Fèis personnel wanting to take courses with external organisations such as the Red Cross. All tutors, supervisors and volunteers should know the identity of the appointed first aider and the location of the First Aid box, and, if appropriate, a defibrillator. A list of telephone numbers should be kept close at hand for local doctors, hospital, etc, or, in emergency, 999. Early first aid can be a literal lifesaver and sustain life until professional help arrives.</p>	
1.11	<p>Inadequate Fire and Emergency Procedures</p> <p>Fire Evacuation Procedure notices will normally be in place in venues such as schools and public halls – these should be checked by a committee member. Fire doors should be checked and be accessible at all times. Instruments, cables, spare tables and chairs, or other activities should not be set up where they would interfere with access to a fire door. A fire drill should be run on the first day of the Fèis so that all children and adults are familiar with the procedure. If the fire alarm is not connected directly to the emergency services (and this should be checked in advance of the Fèis), somebody should be made responsible for calling the fire brigade in the event of a fire, and somebody should be made responsible for ensuring that all personnel are out of the building. Fèis and class registers are particularly important in this respect. It is important to be aware of who is missing from a class group so that rescue personnel know to search for them. Equally, lives could be put at needless risk searching for a child who had not been in the building in the first place. Smoke is also dangerous and can be as dangerous as fire. Many people die each year not from the effect of burning flames, but from smoke inhalation.</p>	

2	Drop-off/Pick-up of Participants	
2.1	<p>Safe area for boarding/alighting cars, buses</p> <p>A safe area should be provided for children being dropped off/picked up at the Fèis. This safe area should be on the same side of the road as the venue and should allow room for both cars and buses to discharge passengers safely without having to step into traffic. Crossing guards may be necessary in some cases. Even in rural areas, the possibility of being hit by a vehicle while crossing the road is not removed, and these guidelines should be applied in all cases.</p>	
2.2	<p>Supervisor at door/gate to guide parents/children to registration area</p> <p>A person should be appointed to point parents and children in the direction of the registration area on the first day of the Fèis. This person could also check that no unauthorised persons enter the building.</p>	
2.3	<p>Registration Area – parents to register children and check contact details</p> <p>Parents/guardians should bring their children to the Fèis personally on Day 1, to register their child, and to make sure that information held for their child (such as emergency contact numbers, additional support needs, medical information) is correct and appropriate.</p>	
2.4	<p>Procedure for occupying children while others are waiting to register e.g., games, activities</p> <p>Children who have already been registered should be kept occupied with a game or other activity that they can join as appropriate until formal classes start. They should not be allowed to play unsupervised, or to leave the building.</p>	
2.5	<p>Pick-up arrangements at end of day made clear to staff (who/when/how)</p> <p>Arrangements for collection of children should be made clear to Fèis staff (who is to pick them up) and the pick-up time should be made clear to parents/guardians at registration on Day 1.</p>	
2.6	<p>Procedure should a child become ill/have accident during the day</p> <p>The parental consent form should give first and second contact names and numbers, and mobile numbers if available, where they can be contacted if their child becomes ill or has an accident, or some other emergency arises. Also, the form should stipulate whether medical attention may be given in the parents' absence.</p>	
2.7	<p>Procedure for non-arrival (day/class)</p> <p>If a child who was registered to attend the Fèis does not appear on any day, a procedure should be put in place to notify parents of non-attendance if no message has been received from the parents regarding their absence. Parents should be given a number to call if their child is not attending on any day, or may give advance notice in the case of pre-arranged appointments, family commitments, etc. Attendance should then be checked at each class during each day, and additional absences notified immediately to the Child Protection Officer. The tutor should not leave their class unsupervised to report additional absences, but the CPO or a designated volunteer could come round at the beginning of each class to ensure that all children are present.</p>	

3	Venue Suitability	
3.1	<p>Buildings and Play Areas</p> <p>Buildings and play areas should be suitable for purpose, and in a safe condition. Rooms should be of a sufficient size to accommodate each class, and furniture appropriate to the age of children. Classrooms should have windows, preferably with glass in doors and internal walls. Suitable changing areas for girls and boys should be available where PE kit is expected to be worn for sports classes.</p>	
3.2	<p>Fabric of building unstable</p> <p>The fabric of the buildings should be in a stable condition, and not pose a danger to children or adult personnel.</p>	
3.3	<p>Play areas unsafe/uneven</p> <p>Outdoor play areas and pitches should be suitable for purpose, and their use should not pose a significant danger to players or other personnel.</p>	
3.4	<p>Cold/wet weather</p> <p>Sports tutors and playground supervisors should not allow children to play outside in very cold or wet weather, without appropriate outdoor clothing. If children do get caught in a shower or become chilled, arrangements should be made to make sure they get warm and into dry clothing as quickly as possible.</p>	
3.5	<p>Sunburn/heat stroke (sun cream, hats, clothing, shade, timing of outdoor activities)</p> <p>Sports tutors and playground supervisors should take care to make sure that children are not exposed to too much heat/sun (11am – 3pm being the most dangerous). Children who are playing outside should wear clothing which covers their shoulders (rather than vest-type tops) and perhaps a hat or cap to lessen the risk of sunburn or heat stroke. Long-lasting sun creams are available which can be applied by parents at home before the Fèis if children are expected to be out in strong sunshine, or children may bring their own sun cream with them and apply it themselves, or permission may be given for staff to apply sun cream to younger children. The risk of skin cancer in people who have suffered sunburn is very much higher than in those who have not (Ref: Cancer Research UK). Staff should set an example by adhering to these guidelines too.</p>	
4	People & Organisational Hazards	
4.1	<p>Lack of information, training, or instruction</p> <p>See 4.3</p>	
4.2	<p>Poor activity planning or preparation</p> <p>See 4.3</p>	
4.3	<p>Poor activity delivery or organisation</p> <p>It is vital for both safety and enjoyment that events are properly planned and prepared in advance with all information passed to tutors, supervisors, and other personnel in good time. Training events are run throughout the year by Fèisean nan Gàidheal and by other bodies, and personnel who require training should be identified in time for them to take advantage of these training opportunities</p>	

4.4	<p>Ignorance of rules and/or procedures</p> <p>Fèisean nan Gàidheal policies and guidelines are distributed to member Fèisean and lead officers regularly and are generally available on the FnG website. Compliance with policies and procedures is a prerequisite of grant payment, and non-compliant Fèisean will forfeit part or all their grant, and possible expulsion from the organisation if they are in serious breach of policy.</p>	
4.5	<p>Unsafe behaviour or attitude</p> <p>The informality and fun of a Fèis should not prevent or interfere with a culture of safety awareness. Children and adults should be aware of the consequences of unsafe behaviour or attitude, and risk assessments for activities should be carried out in advance and regularly reviewed. Existing measures and identified controls should be adhered to.</p>	
4.6	<p>Lack of appropriate first aid equipment and experience</p> <p>At least one adult with First Aid training should attend all Fèis events, and a First Aid box kept stocked and readily and visibly available in case of emergency.</p>	
4.7	<p>Medical conditions of participants</p> <p>It is important that certain staff are aware of medical conditions of their pupils/charges. Conditions such as asthma, diabetes, and epilepsy, for example, may be triggered or exacerbated by certain activities, and it is important that staff who will oversee children know how to alleviate the effects of these conditions, and to look out for early signs of the onset of an attack. (See 2.6)</p>	
4.8	<p>Poor safety control from group leaders</p> <p>See 4.9</p>	
4.9	<p>Poor safety awareness from participants</p> <p>Safety and fun are not mutually exclusive, and the possibilities for having fun are severely limited if safety is not a priority. Safety control and awareness could prevent a serious accident.</p>	
4.10	<p>Lack of cooperation within group</p> <p>It should be emphasised that the safety and wellbeing of a group often depends on the cooperation of the whole group. A group's safety can be compromised by the actions or thoughtlessness of one individual, and non-cooperation could be made grounds for disciplinary action towards the individual or cancelling of an entire activity.</p>	
4.11	<p>Differing skill levels within group</p> <p>Within the Fèisean, children will often be proficient in various activities to differing levels. In arts subjects, for example, this could lead to boredom and frustration among pupils, and the tutor should be aware that the whole class needs to be kept engaged while dealing with especially gifted or challenged pupils. A range of activities should be prepared where it is not possible to divide classes into, for example, beginners, intermediate and advanced. In physical activities, this could lead to strain, pain, fatigue, etc. Pupils should not be humiliated by their inability to perform as well as other children – the Fèis movement is about encouragement and opportunity.</p>	

4.12	<p>Low level of physical fitness / strength</p> <p>See above.</p>	
4.13	<p>Aggression between participants</p> <p>In most situations, this is unlikely, but staff should be aware of any potential for bullying or aggression among participants. Some children may have a behavioural condition which makes them aggressive, and assistance is generally available from Fèisean nan Gàidheal for the additional cost of providing a dedicated auxiliary for participants with special needs.</p>	
4.14	<p>Access to children by unauthorised/undisclosed persons</p> <p>Fèisean nan Gàidheal's Child Protection Policy makes it clear that Fèisean should not allow access to children by unauthorised/undisclosed persons. All Tutors/Supervisors/Volunteers and committee members should be processed through the Disclosure Scotland system by Fèisean nan Gàidheal in good time for any planned Fèis events. The building used for the event should be secure enough to prevent unauthorised persons from entering and anyone who does enter at a time when public events are not scheduled should be challenged. If they have legitimate business in the building used by the Fèis, (e.g. Funder, visiting teacher, observer, tradesman, etc) then they should be accompanied by a Disclosed person throughout their visit.</p>	
4.15	<p>Access by children to unauthorised/unsafe equipment (e.g., climbing bars, ropes, etc)</p> <p>Children should not be left unsupervised in a room where unauthorised or unsafe equipment may present a temptation to them, such as sports equipment, valuable or heavy musical instruments, or stacked tables and chairs). Rooms should be placed out of bounds or locked where such equipment may be interfered, and children warned not to enter until their tutor or other supervisor allows them access. It should be underlined that these rules are in place for their safety and that any breach will result in punishment.</p>	
5	Residential Fèisean	
5.1	<p>Fire & Emergency Procedures</p> <p>Where hostel and other residential accommodation is used for sleeping accommodation, children should be made aware of fire and emergency procedures on the first day.</p>	
5.2	<p>Sleeping arrangements suitable – adequate space for each bed, gender-specific dorms/rooms.</p> <p>Dormitory accommodation should be sufficient to provide a comfortable individual sleeping space for each child, with a bed, table space and a hanging area for clothes. Sexes should be segregated, and a male overnight supervisor appointed for the boys' dorms and a female overnight supervisor for the girls' dorms. Floors should be kept clear of clutter to allow children to get quickly out of their dorm to the fire exits in the event of an emergency during the night. For this reason, mattresses on the floor should be discouraged.</p>	
5.3	<p>Toilet and Washing facilities</p> <p>Sufficient and separate lavatories and washing facilities should be available for both sexes.</p>	

5.4	<p>Supervision – overnight (gender, number)</p> <p>Sufficient overnight supervisors of each sex should be appointed, and the importance of their pastoral and safety role made clear to them. It may be the first time away from home for some children and they may need comforting and reassuring or have a problem which they need help to resolve (anything from having forgotten to pack toothpaste, to child abuse). Supervisors (and other Fèis personnel) should be made familiar with the Fèisean nan Gàidheal Child Protection Policy and the “Yellow Card”, and the action which Fèis personnel should take when faced with disclosure of abuse – e.g. the importance of not investigating the matter themselves and of not promising confidentiality should the matter need to be taken further.</p>	
5.5	<p>Meals (evening meal/supper/breakfast)</p> <p>It should be ensured that meals of sufficient quantity, palatability and balance are provided, considering any allergies, strong dislikes, and religious and philosophical reasons for food avoidance/preference. If the evening meal is served early, it is customary to provide a light snack in the late evening. Children should not be left hungry going to bed.</p>	
5.6	<p>Additional Support Needs</p> <p>The parental permission form completed in advance of each Fèis event should ask for details of medical conditions and additional support needs. Fèisean nan Gàidheal has a policy of full access and inclusion, and every effort should be made to accommodate all prospective participants. Where this will involve the employment of a dedicated supervisor/tutor/auxiliary, funding assistance and advice is available from Fèisean nan Gàidheal.</p>	
6	Behaviour, Non-teaching time and Accidents	
6.1	<p>Intervals & Non-teaching Time</p> <p>Arrangements should be made for the supervision of children during intervals and non-teaching times. If children are allowed outside the building to play, then the playground should be adequately supervised, and younger children should not be allowed to leave the Fèis ‘campuses, nor older children without permission.</p> <p>If children are allowed inside during intervals, then rooms with unauthorised equipment should be placed out of bounds or alternatively, for example, if allowed to use the hall or gym for indoor games, then supervision should be in place within the room. Perhaps a supervisor could organise a game to occupy children during breaks.</p>	
6.2	<p>Misbehaviour</p> <p>The informality of a Fèis may lead children to assume that misbehaviour is acceptable. It should be clearly underlined that it is not, and that exclusion from the Fèis is a genuine possibility in cases of severe or repeated misbehaviour. Tutors and staff may provide a role model here.</p>	
6.3	<p>Accident</p> <p>A staff member with First Aid training and experience should be available during intervals, lunch breaks, etc, and a list of useful telephone numbers left readily available. (See 2.6)</p>	

6.4	<p>Bullying</p> <p>Bullying of any description (physical, verbal, emotional) should not be tolerated at Fèisean, and measures should be taken to ensure that it does not occur.</p>	
6.5	<p>Equipment & Teaching Rooms</p> <p>Children should not be allowed to use equipment and teaching rooms unsupervised. During breaks, e.g., in wet weather, when children could not be expected to play outside, rooms can be designated as recreational areas and supervised appropriately. Not all children would want to run around noisily, and a quiet room for reading or chatting or other quieter activities could be designated.</p>	
7 Evening Activities, Concerts & Ceilidhs		
7.1	<p>Information to Parents/Children</p> <p>It is very important that parents are informed of start times, finish times etc of additional activities to arrange for their child to attend and be collected for evening performances or activities. Information on additional equipment required, or clothing (e.g., costumes, training shoes) should also be distributed in good time.</p>	
7.2	<p>Pick-up/drop-off arrangements</p> <p>See above. A member of staff should be on hand to register performers or participants when they are dropped off by parents, and to direct them to the relevant areas for changing, waiting, practice, etc. A member of staff should also be supervising the group at all times and know who is present.</p>	
7.3	<p>Back-stage assistance and supervision</p> <p>Back-stage should be managed and supervised efficiently and safely, keeping order, and making sure that children are not left hanging around for too long waiting for their cue and not where they are in danger from cables, props, etc.</p>	
7.4	<p>Changing rooms</p> <p>Separate for girls and boys where changes of clothing are required.</p>	
7.5	<p>Cables & other trip hazards backstage/onstage</p> <p>Cables, props etc may present a danger to adults as well as children if they are not kept tidy and taped where appropriate. It is expected that personnel back-stage will be expected to take more care in these conditions. It is not always possible to have a completely clear floor, or sufficient lighting, but the risk should be reduced to the lowest possible level.</p>	
7.6	<p>Heavy equipment & instruments</p> <p>Small children should not be expected to carry very heavy equipment and instruments, and assistance should be given to those who perhaps play full-size clàrsachs and accordions, for example.</p>	

8	Contracted-out activities, e.g., canoeing, orienteering, etc.	
8.1	<p>Contracted-out Activities e.g., kayaking, orienteering etc –</p> <p>Activities which are contracted-out should have a risk assessment carried out by the contractors. It would be good practice to look at their risk assessment to ensure that it meets Fèisean nan Gàidheal standards. If you feel that the risk assessment is lacking in some areas, this should be pointed out to the contractors, but it should be left to them to suggest the additional controls as they are expected to be the experts in that activity. The activity should not proceed until both the contractor and the Fèis are happy that sufficient controls are in place to bring risk to an acceptable level, bearing in mind that some level of risk will always remain.</p>	
8.2	<p>Contractors' qualifications/risk assessment/insurance checked</p> <p>See above. Ask to see details of the contractor's qualifications, risk assessment and insurance details. A reputable contractor will be happy to comply. If they are unwilling to comply, or are slow to respond to this reasonable request, consideration should be given to cancelling the activity.</p>	
9	Other Hazards	
9.1	<p>Inappropriate lighting</p> <p>Inappropriate lighting is a hazard if people are unable to see objects clearly (possible trip hazards, for example), or if carrying out tasks involves strain on the eyes (inability to read). Too much light can be as awkward as too little, for example, where there is glare on a computer screen.</p>	
9.2	<p>Temperature</p> <p>Temperature should be kept at a comfortable level for the activity being undertaken, or an appropriate level for the location. Indoor activities such as office work or reading will be more comfortably carried out at a temperature of around 20oC, while games and sports may be more comfortable at a cooler temperature. Kitchen staff may be expected to work in stores or the Cold Room, which may be at a temperature of less than 5oC.</p>	
9.3	<p>Dehydration</p> <p>Children and adults should have ready access to water or other drinks, and children may need to be encouraged to drink to replace lost fluids, for example after exercise or in hot weather, or if they have been sick or suffering from diarrhoea.</p>	
9.4	<p>Missing warm-up/cool-down session</p> <p>Cold muscles are more susceptible to strain, and a warm-up session should be an integral part of any sport, dance, or exercise activity. A cool-down session at the end of the activity will aid in the dissipation of waste products such as lactic acid, and reduce the risk of dizziness and fainting, and allow the heart to return to its resting state.</p>	

10	Communication Needs	
10.1	<p>Lack of understanding in language of communication</p> <p>Some of the Fèisean are conducted entirely in Gaelic. Children's ability to understand the language should be a factor in accepting them for registration. Safety notices given to the class in Gaelic may not be fully understood, and it is important for their sense of inclusion that they are able to participate fully in the activities.</p> <p>Children with insufficient understanding of the language of communication may have to be refused a place until their language skills are improved.</p>	
10.2	<p>Additional communication needs (BSL, Makaton etc)</p> <p>Some children attending the Fèis may have additional communication needs requiring their use of amplification equipment, induction loops, BSL, Braille or Makaton. Every reasonable effort will be made by the Fèis, to accommodate such needs at its events. Tutors who do not have BSL or Makaton skills may need the assistance of an interpreter.</p> <p>Reasonable adjustments will also be made for physical disabilities and may involve the change of classrooms, layout, etc, as appropriate.</p> <p>Particularly regarding safety and emergency evacuation, all staff/volunteers should be aware of the physical and sensory limitations of any children for whom they are responsible and special evacuation procedures may require to be put in place.</p>	
11	Instrument Use Hazards	
11.1	<p>Guitar/fiddle/clàrsach string breaks (danger of cuts, eye loss)</p> <p>Strings under tension can snap, particularly when tuning, and can cause a nasty cut, or an eye injury. It should be considered whether children should be allowed to tune instruments themselves or whether the tutor should tune the instruments. It might be good practice to teach children to tune strings with their face turned away from the strings.</p>	
11.2	<p>Inappropriate use of instruments (e.g., fiddle bow as sword)</p> <p>Equipment should not be used inappropriately and should be placed out of bounds to children when they are not being taught. During class, tutors should keep discipline, and make sure that children are using their instruments properly and safely. Children who are allowed to take instruments home for practice should understand their responsibilities regarding the care of the instrument and its proper use.</p>	
11.3	<p>Heavy instruments (e.g., Accordion, keyboard)</p> <p>Heavy instruments may cause injury if they are lifted incorrectly. They should be lifted using manual handling techniques. Accordions and clàrsachs can pull the body to one side and should be lifted taking care not to strain muscles. An adult should carry and manoeuvre heavy instruments for smaller children.</p>	

11.4	<p>Shared wind instruments chanters, whistles, harmonicas, etc (risk of infection, cold sores, etc)</p> <p>The use of shared wind instruments is generally discouraged (and not allowed under Covid regulations), and children would be expected to provide their own instrument or be provided with one for their own exclusive use at any class (e.g., tin whistles). Name labels might be useful here if instruments are indistinguishable from one another. Where the reuse/sharing of instruments is unavoidable, the instruments should be capable of being steeped in sterilizing fluid (e.g., Milton), and dried between classes.</p>	
11.5	<p>Instrument loss or damage</p> <p>The theft, damage or loss of an instrument may present a significant financial loss to an individual or to an organisation. Every possible care should be taken to prevent damage, loss, or theft – UV markers may be used to identify instruments, for example, and rooms where instruments are kept should be locked when classes are not running. Should an instrument be lost, the loss may be covered under Fèisean nan Gàidheal’s instrument insurance.</p>	
11.6	<p>Use of heavy/collapsible music stands (risk of cuts etc)</p> <p>Collapsible music stands can cut and trap fingers if not assembled and disassembled correctly and are easily bent out of shape making the item useless if instructions are not followed. Heavy music stands may present a hazard if they were to fall on a small child. Care should be taken in their use; they should be moved out of the way if they are not being used.</p>	
11.7	<p>Over-use – pain, blisters</p> <p>Excessive practice can cause strain, numbness, stiffness, and pain, and it is important to use warm-up procedures to help loosen muscles, and to take sufficient breaks to avoid repetitive strain injury.</p> <p>Stringed instruments can cause blisters on the fingertips which are painful, and perhaps consideration could be given to the use of nylon-stringed instruments where appropriate for age and ability. Fingertips will eventually harden with practice.</p>	

NOTE:

Where a risk is identified under any of these headings, the details should be transferred to the risk assessment form, and existing measures set out, and further controls, if any, required. The risk should be assessed as high, medium, or low. High risks are a priority for attention, and all controls should be assessed as “adequate” before the activity can take place. The risk assessment should be reviewed regularly (the date of intended review, perhaps 6 or 12 months hence should be recorded), or if there is a legislative change, a significant change (such as venue or personnel involved) or if an incident occurs.

Risk Assessment Hazard Checklist – Fèis Activities

1	Pre-Fèis Checks	4	People & Organisational Hazards
1.1	Venue suitability checked – Rooms & Playground (also see paras 3 and 12)	4.1	Lack of information, training, or instruction
1.2	Parental Consent Forms received (with contact details)	4.2	Poor activity planning or preparation
1.3	Medical condition of participants checked on forms	4.3	Poor activity delivery or organisation
1.4	Special Needs Requirements met	4.4	Ignorance of rules and/or procedures
1.5	Contracts & Information to Tutors/ Supervisors	4.5	Unsafe behaviour or attitude
1.6	Failure to carry out Disclosure check Tutors/Supervisors/Committee Volunteers	4.6	Lack of appropriate first aid equipment and experience
1.7	Lack of adequate Food Hygiene Standards in place	4.7	Medical conditions of participants
1.8	Lack of allergy awareness among canteen/tuck shop staff	4.8	Poor safety control from group leaders
1.9	Failure to identify Child Protection Officer	4.9	Poor safety awareness from participants
1.10	Inadequate First Aid arrangements	4.10	Lack of cooperation within group
1.11	Inadequate Fire and Emergency Procedures	4.11	Differing skill levels within group
2	Drop-off/Pick-up of Participants	4.12	Low level of physical fitness / strength
2.1	Safe area for boarding/alighting cars, buses	4.13	Aggression between participants
2.2	Supervisor at door/gate to guide parents/ children to registration area	4.14	Access to children by unauthorised/ undisclosed persons
2.3	Registration Area – parents to register children and check contact details	4.15	Access by children to unauthorised/ unsafe equipment (e.g., climbing bars, ropes, etc)
2.4	Procedure for occupying children while others are waiting to register e.g., games,	5	Residential Fèisean
2.5	Pick-up arrangements at end of day made clear to staff (who/when/how)	5.1	Fire & Emergency Procedures
2.6	Procedure should a child become ill/have accident during the day	5.2	Sleeping arrangements suitable
2.7	Procedure for non-arrival (day/class)	5.3	Toilet and Washing facilities
3	Venue Suitability	5.4	Supervision
3.1	Buildings and Play Areas	5.5	Meals
3.2	Fabric of building unstable	5.6	Additional Support Needs
3.3	Play areas unsafe/uneven to players or other personnel.	6	Behaviour, Non-teaching time and Accidents
3.4	Cold/wet weather	6.1	Intervals & Non-teaching Time
3.5	Sunburn/heat stroke (sun cream, hats, clothing, shade, timing of outdoor activities)	6.2	Misbehaviour
		6.3	Accident
		6.4	Bullying
		6.5	Equipment & Teaching Rooms

7	Evening Activities, Concerts & Ceilidhs	
7.1	Information to Parents/Children	
7.2	Pick-up/drop-off arrangements	
7.3	Back-stage assistance and supervision	
7.4	Changing rooms	
7.5	Cables & other trip hazards backstage/ onstage	
7.6	Heavy equipment & instruments	
8	Contracted-out activities, e.g., canoeing, orienteering, etc.	
8.1	Contracted-out Activities e.g., kayaking, orienteering etc –	
8.2	Contractors' qualifications/risk assessment/insurance checked	
9	Other Hazards	
9.1	Inappropriate lighting	
9.2	Temperature	
9.3	Dehydration	
9.4	Missing warm-up/cool-down session	

10	Communication Needs	
10.1	Lack of understanding in language of communication	
10.2	Additional communication needs (BSL, Makaton etc)	
11	Instrument Use Hazards	
11.1	Guitar/fiddle/clàrsach string breaks (danger of cuts, eye loss)	
11.2	Inappropriate use of instruments (e.g., fiddle bow as sword)	
11.3	Heavy instruments (e.g., Accordion, keyboard)	
11.4	Shared wind instruments chanter, whistles, harmonicas, etc (risk of infection, cold sores, etc)	
11.5	Instrument loss or damage	
11.6	Use of heavy/collapsible music stands (risk of cuts etc)	
11.7	Over-use – pain, blisters	

Risk Assessment – Fèis Activities

Fèis Name		Number of persons involved	
Nature of Activity		Frequency of Activity	

Assessed By		Date	
Approved By		Date	

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Low/Medium/High Risk	Further Controls Required?	OFFICE USE Who By	OFFICE USE Target date	RESULT
Example 111.6	Personal injury from carrying clàrsach (small child)	Tutors to carry heavy instruments for smaller children	low	Communicate to pupils	IM	20/6/21	A

Result: T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

N or U are unacceptable risks and must be lessened before the activity can proceed.