

**INTO
FILM**
FESTIVAL
7-23 NOV 2018

EVENT SAFETY PLAN



LOTTERY FUNDED

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1. INTRODUCTION

- 1.1 We Are Futures (WAF) are once again working with Into Film to deliver the Into Film Festival programme from 7 - 23 November 2018.
- 1.2 WAF has successfully delivered this activity on behalf of Into Film across the UK since the launch in 2013 and have had no reportable incidents.
- 1.3 The Into Film Festival initiative seeks to put film at the heart of students and young people's learning; contributing to their cultural, creative and personal development.
- 1.4 The UK wide programme helps educators bring learning to life for 5-19 year olds by inspiring them to watch, make and understand film in a new and creative way.
- 1.5 There are 550 venues involved in the programme. Across the venues there will be 2,600 screenings and events with an anticipated audience of between 450-500,000 over the 3 week period.
- 1.6 Every film is carefully selected to support the curriculum and support themes that encourage appreciation and understanding of the world, and encourage the audience to reflect on who we are and how we relate to each other.
- 1.7 Such is the success of the event, not only are most venues inviting Into Film back some for the fifth time, but 2018 is seeing an additional 25 venues taking part.
- 1.8 The types and sizes of venues varies greatly from national cinemas to private studios and clubs.
- 1.9 Due to the sheer size of the event and number of venues across the country, it is impossible for WAF to make a personal visit to or vet all the individual venues. As such, WAF produces comprehensive safety information and documentation which is shared with both the event venues and Group Leaders/Educators through the dedicated Festival website which will go live in September in time for the new school term.
- 1.10 Attention will be drawn to the Safety Information available through the website, emails, booking confirmation and wider e-comms throughout the lead up to the event.
- 1.11 All venues have submitted their accessibility capabilities so these can be promoted through the booking process.
- 1.12 This Event Safety Plan represents the proposals that should be adopted in order to provide the necessary safety precautions associated with this activity.

The Event Safety Plan

- 1.13 This document has relied on extensive knowledge and experience of the application of The Health and Safety at Work Act (1974) and The Event Safety Guide.
- 1.14 It is, however, recognised that these documents are not always wholly appropriate to this activity. In common with all such activities, a practical, pragmatic and realistic approach has been taken.
- 1.15 It is important that all Group Leaders and Event Venues are aware of their own event safety responsibilities for this event and those of the WAF. Therefore, all information contained in this Into Film Festival 2018 Event Safety Plan will be available on the Festival website for viewing by all Group Leaders and Event Venues and the importance of this will be referenced throughout the booking procedure.

Sensible Risk Management

- 1.16 The UK's Health & Safety Executive (HSE) believe that risk management should be about practical steps to protect people from real harm and suffering - not bureaucratic back covering. Health and safety is all about stopping any activity that might possibly lead to harm.
- 1.17 Their approach is to seek a balance between the unachievable aim of absolute safety and the kind of poor management of risk that damages lives and the economy.

2. ACTIVITY OVERVIEW

- 2.1 The Into Film Festival will run from Wednesday 7 – Friday 23 November 2018 and the films chosen will be shown at over 550 cinemas, venues, and studios across the UK.
- 2.2 Attendance is by group booking and bookings can only be made through the Into Film Festival website by Group Leaders (Teachers/Educators/Youth Group/Club Leaders/Home Educators)
- 2.3 The booking process allows the Group Leaders to choose the venue and the particular film that they wish to see. When booking, the group size, ages, and any special needs have to be identified.
- 2.4 Each film venue will have its own personalised log-in to their own site so they can monitor the live booking numbers for each of their screenings and identify the specific content they need to play.
- 2.5 During the venue recruitment process all venues are asked to provide information on their facilities / capabilities: can play audio-described content, subtitled content, hearing loops, wheelchair spaces etc.
- 2.6 WAF rely on the accuracy of the information given by the venues and programme the events and screenings based on the information provided. In any circumstance where the information given is incorrect and there is a need to re-schedule/re-allocate screenings, this will be done in conjunction with the venue and every endeavour will be made to accommodate the needs of the groups.
- 2.7 When WAF programme the events and screenings they ensure that audio-described content or subtitled content etc. is placed in to the relevant venue that can support this.
- 2.8 The programme will then be checked and verified by the venue manager and then this information uploaded to the bookings site.
- 2.9 If a Group Leader has identified the need for audio description headsets it is their responsibility to contact the venue directly.
- 2.10 Students between the ages of 5 - 19 are eligible to attend with their educators and group sizes can range from 1 - 800 attendees.
- 2.11 There is a wide variety of films with classifications U, PG, 12A and 15.
- 2.12 The average screen size of cinemas which would be in the region of 200-350 with the largest venue holding up to 861.
- 2.13 It is likely that more than one student group will attend a screening at any one time.
- 2.14 The screen/studio's allocated for the Into Film Festival screenings will not be open to the public.
- 2.15 All groups will be expected to arrange their own transportation, parking and meal arrangements. Most venues will have some retail facilities, so additional items may be purchased. However, this cannot be guaranteed.
- 2.16 It should be noted that many of the venues will have other areas in use by the public, including the foyer, other screens and refreshment areas, so they could be extremely busy. Please leave plenty of time to be seated in your screen.
- 2.17 Each group will be met on arrival by a staff member of the host venue. Group Leaders will be expected to be in possession of their booking confirmation.
- 2.18 All Group Leaders should hold a list of their group members which should be available in case of emergency.
- 2.19 Each venue will have their own safety documentation, risk assessments, fire safety procedures and support. However, each individual group are recommended to adopt WAF's assessment and update this/tailor it to be specific to their school/group needs. (See Risk Assessment – 7. Section 4).

3. EVENT HEALTH & SAFETY STATEMENT

- 3.1 It is the policy of WAF to promote the highest possible standards of health and safety so as to lead to the avoidance or reduction of risks to the health and safety of all persons who may be affected by their work activities, and to ensure compliance with all current legislation. In particular, the 'Health and Safety at Work Act (1974)'.
- 3.2 WAF makes specific commitments to the schools involved in this activity with regards to working safely, personal safety, and being mindful of safety issues when planning their participation in the Into Film Festival.
- 3.3 WAF considers that these issues are the responsibility of the Company's management team and rank equally with that of finance, marketing, human resources and commercial issues.

We Are Futures Lead

- 3.4 Megan Anstee, Festival Manager employed by We Are Futures, will take responsibility for the implementation of the Company's Health and Safety policy on these events. Such responsibilities include but are not restricted to:
- Advising all Group Leaders that WAF are not able to vet all the venues that are hosting this event, therefore Group Leaders should obtain all safety information on arrival (including Fire Emergency Provisions and Procedures, First Aid arrangements and Disabled facilities). All venues are existing facilities for use by the public so will be in possession of relevant entertainment licenses and public liability insurance.
 - Ensuring suitable and sufficient assessments are done for all the foreseeable risks presented to, and posed by, any of the activities involved in the participation in the Into Film Festival, and by producing this Event Safety Plan, identifying the potential risks posed by the overall activities.
 - Providing support to all Group Leaders in ensuring the health, safety and welfare of their groups by making the Event Safety Plan available to them and assisting them, where necessary, to identify any additional risks posed by their own group profile.

Event Staff

- 3.5 The Health and Safety at Work Act (Sections 7 & 8) places certain duties on employed persons. Section 7 states: "It shall be the duty of every employee while at work:
- i. to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
 - ii. as regards any duty or requirement imposed on their employer or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with."

3.6 With reference to paragraph (ii), We Are Futures issues instructions concerning safety in various forms. Safety information will always be available to all WAF and Into Film employees, Event Venue Management and Group Leaders to whom it is relevant and it is their responsibility to conform to the instructions given.

3.7 In addition, employees are expected to report any hazard that they may observe in the course of their duties. This is particularly important when considering the safety of the students taking part and members of the public. Where a hazard becomes apparent as a result of an accident or incident employees should report this using their own company/employer's incident procedure.

3.8 Event Venue Management and Group Leaders are requested to pass information on any safety concerns or incidents during the Into Film Festival activities to We Are Futures by contacting megan.anstee@intofilm.org or calling 020 3194 4230. This will help assist with future event planning.

Fire & Emergency Procedures

- 3.9 Due to the number and type of venues involved and the communication procedures in place, it is not possible for WAF to obtain and circulate Fire Emergency Procedures for all venues.

First Aid

- 3.10 Group Leaders should make themselves aware of any First Aid facility or procedures in place on arrival at their chosen venue. Group Leaders will be advised by WAF in advance that this is their responsibility.
- 3.11 Group Leaders should ensure that they are aware of any pre-existing medical conditions of any of their group members which may require medical attention at any point during the visit. Group Leaders should ensure that where necessary this information is passed on to medical staff at the venue or in case of emergency, the medical staff attending.

Accident/Incident Reporting

- 3.12 In accordance with current legislation, any accidents/incidents should be reported and recorded in an Accident Book. This will be carried out either by the venue or the Group Leader depending on the location of the incident.
- 3.13 If a notifiable accident or dangerous occurrence is reported, and a completed form F2508 sent to the Environmental Health Department (or the Health and Safety Executive, where applicable), WAF request notification if the incident or accident is caused by or occurring during the Into Film Festival activities. (See 3.8).

Toilet Provisions

- 3.14 On arrival at the host venue, all members of the group should be advised by the Group Leader of the location of the toilets.

4. GROUP LEADER BRIEFING (Teachers, Educators, Youth Group Leaders)

- 4.1 **At least one adult member of the group should be DBS checked.**
- 4.2 If travelling all together on coaches, ensure that a Safety Briefing is given to all group members in advance of arrival at the host venue. Advise also of any further information that they will need to be given once at the venue.
- 4.3 Remind the group that it is absolutely vital that everyone in the group stays together at all times during the visit and under no circumstances must they leave the building without the group.
- 4.4 Be aware of any hearing or sight impairments of any member of your group and ensure that they are individually briefed if necessary.
- 4.5 Advise the group that they must not under any circumstances, wander off alone.
- 4.6 Group Leaders will carry out regular head counts. If anyone does move away from the group, this may mean the whole group missing the film or event and potentially, ruin the day for everyone. So simple message, stay together!
- 4.7 Ask the students to tell the Group Leader immediately if they notice someone is missing or they realise someone is missing.
- 4.8 All toilet visits need to be supervised so try to arrange group visits before and after the film or event.
- 4.9 Establish a buddy system to ensure young persons are never left alone.
- 4.10 Ensure correct ratio of Group Leaders is available for the size of group at all times so that larger groups can be divided into more manageable sized groups and continuously supervised.
- 4.11 Ensure that there is a list of contact details for each Group Leader for your group and this is given to each leader and the Venue Host. This should also include any information on any member of your team with serious medical conditions or allergies (see 3.11).
- 4.12 If your group are of a young age, and your chosen venue is hosting more than one group to the film screening, it is advisable to be able to identify each member of your group by a badging system or uniform.
- 4.13 On arrival at the host venue, establish a Meeting Point and brief the whole group. This should be within the venue itself – somewhere which is permanently manned and is in contact with the Venue Host such as Information Point, Ticket Desk or Sales Desk.
- 4.14 Group Leaders will ensure that they liaise with the venue host to be appraised of Fire Emergency Procedures, First Aid Provisions and Disabled Facilities (if required).
- 4.15 In case of evacuation and the group being split up, all Group Leaders should be aware of the location of the transport pick up point.

5. PROVISIONS FOR PERSONS WITH SPECIAL REQUIREMENTS

- 5.1 WAF is aware of their legal requirements under the Equality Act 2010. They have therefore taken the appropriate steps to ensure reasonable access and facilities are available to all persons with special needs.
- 5.2 All host venues have been asked to submit details of their accessibility facilities and details of these will be available to all Group Leaders during the booking process.
- 5.3 The information available will include the availability of access for wheelchairs, hearing loops, audio-description, subtitles and autism-friendly screenings.
- 5.4 Each Group leader will check specific accessibility needs of their group members before booking.
- 5.5 Further information on venue accessibility and disabled facilities can be obtained by contacting the Into Film Festival booking number - 0203 194 4311

6. CHILD PROTECTION POLICY

- 6.1 This Policy is written with regard to events where, at no point does WAF take on the role of primary carers and where students remain the direct responsibility of their teachers/Group Leader at all times. Nevertheless, since WAF are involved in the entertainment and activity organisation, the welfare, health and safety and child protection is of paramount consideration.
- 6.2 All events organised by WAF aim to create a safe environment for students and young people, where their welfare and security is a main priority. In the case of any arising concerns, regarding a child's welfare then the matter will be taken seriously and acted upon immediately.

Code of Conduct

- 6.3 Event staff working for WAF, Into Film, or Group Leaders should adhere to the highest standards of child protection at all times. Any case of poor practice should be reported to the WAF Lead.
- 6.4 All staff working for WAF, Into Film, or accompanying the groups are required to demonstrate exemplary behavior in order to protect themselves from false allegations.
- 6.5 The following code of conduct illustrates how to create a positive culture:
- Ensure that you are identifiable as a member of staff/Group Leader.
 - You are an ambassador for the event, WAF / Into Film, yourself, and a role model for students. Everything you do should reflect this.
 - Alcohol and recreational drugs must never be taken into the working area.
 - People working with students must not be under the influence of alcohol or recreational drugs.
 - All language and conversation should be appropriate to a family environment.
 - Take responsibility for your group. Make sure any rubbish is taken with you and disposed of in the correct manner.
 - Report any accidents/incidents to We Are Futures by contacting megan.anstee@intofilm.org or calling 020 3194 4230 and to the school/group management.
 - Treat all students with respect. Don't automatically laugh at something a child says to you; they may not have intended it to be funny.
 - Never reprimand or shout at a child.
 - Avoid being alone with a single child.
 - Do not initiate any physical contact with a child.
 - If a child needs first aid, ensure this is administered by a qualified first aider/medical professional.
 - If something a child tells you leads you to suspect that they are being abused you are obliged to report your concerns, follow the guidelines below and report your concerns to the designated Child Protection Officer (Group Leader or Venue Manager).

Practices never to be allowed

- 6.6 The following practices should never be allowed. Never:
- Engage in rough, physical or sexually provocative activities, including horseplay.
 - Allow students to use inappropriate language unchallenged.
 - Reduce a child to tears as a form of control.
 - Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- 6.7 Event staff and people working with young persons can protect themselves from false accusations by not:
- Spending time alone with students away from others.
 - Contacting students outside of the event in which they met.

Child Protection Procedure

- 6.8 It is not the responsibility of anyone working for WAF to decide whether or not child abuse has taken place. However, when working with students it is always possible that a child or young person who is suffering, or has suffered abuse, could disclose it to you. This is something anyone working with students should be prepared for and must handle with care. The following action should be taken:
- Do not offer confidentiality. At the first opportunity explain that the information will have to be shared with others. Reassure them that it will only be shared with people that need to know and that should be able to help.
 - Remain calm and in control but don't delay acting.
 - Listen carefully to what is said. Allow the person to tell the story, at their own pace, and ask questions only for clarification. Don't ask questions that suggest a particular answer.
 - The child should be reassured that they did the right thing in telling someone.
 - The child should be told what is going to happen next.
 - The person with designated child protection responsibility should be informed. It is that person's responsibility to liaise with the relevant authorities usually social services or NSPCC National Helpline on **0808 800 5000**.
 - As soon as possible a note should be made of what was said, using the child's own words.
- 6.9 Note the date, time, any names that were involved or mentioned and who the information was given to. Sign, date and retain the record.
- 6.10 Further guidance can also be obtained at www.nspcc.org.uk.

7. RISK ASSESSMENTS

- 7.1 Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.
- 7.2 This risk assessment provided by WAF has been based on the information provided by the Into Film Festival organisers and the host venues. It also incorporates the experience of undertaking previous similar events.
- 7.3 Each host venue has its own up-to-date safety documentation and systems in place at the time of the Festival.
- 7.4 Risk assessments and method statements together with details of relevant insurances will be sought from suppliers to WAF and will be taken into consideration when drafting further version of this document.
- 7.5 In undertaking risk assessments, the following approach has been adopted:
- Gather information/identify risks
 - Implement control measures appropriate to the identified risks
 - Evaluate residual risk
- 7.6 The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely uncontrolled. The residual risk is the level of the remaining risk produced when proposed control measures have been applied.
- 7.7 The figures given may be interpreted using the matrix below. WAF management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicated where additional controls are required or where special attention should be given. For the avoidance of confusion - the columns of the risk rating sections are headed $S \times L = R$. S is for "severity" and is given in the first column. L is for "likelihood" and is indicated in the second column. R is for "risk rating" and is indicated by the appropriate number.
- 7.8 The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar activities.
- 7.9 A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified.
- 7.10 During the activity a process of continuous assessment and reassessment will be undertaken by WAF Lead, to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

RISK MATRIX

DEFINITIONS	Likelihood			
	RISK RATING	Low = 1	Med = 2	High = 3
Severity	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Severity x Likelihood = Risk Rating

RISK RATING

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other injury or illness

Likelihood

H = Certain or near certain

M = Reasonably likely

L = Very seldom or never

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1. GENERAL

HAZARD:	REF:	TO WHOM:	UNCONTROLLED RISK			CONTROL RISK BY:	RESIDUAL RISK:			FURTHER ACTION RECOMMENDED:
RISK			SEVERITY X LIKELIHOOD = RISK RATING				SEVERITY X LIKELIHOOD = RISK RATING			
Transport: <i>Breakdown, Accident, delay causing stress.</i>	1.1	Students/Group Leaders	3	2	M	Transport to venue to be arranged by individual schools/groups using known/regular suppliers of transport for other student/group activities. Transport provider to have full vehicle maintenance records available/breakdown contingency plans in place.	3	1	L	Weather conditions to be monitored and if severe warnings in place, visit to be postponed/re-arranged.
Food: <i>Food allergies/food poisoning.</i>	1.2	Students	3	2	M	No food will be provided for the groups by the venue. Arrangements will be made by each individual group to either eat in advance or after the visit/bring their own (although no seating facility will be provided). If students wish to purchase additional items during the visit they will only be allowed to purchase from reputable/official retailers (i.e. venue outlets - no street traders). Group Leaders will ensure that they are aware of any student who has any serious food allergies prior to the visit in case of potential purchasing opportunities.	2	1	L	

1. GENERAL

HAZARD: RISK	REF:	TO WHOM:	UNCONTROLLED RISK SEVERITY X LIKELIHOOD = RISK RATING			CONTROL RISK BY:	RESIDUAL RISK: SEVERITY X LIKELIHOOD = RISK RATING			FURTHER ACTION RECOMMENDED:
			S	L	R		S	L	R	
Food: <i>Burns, scolds, choking.</i>	13	Students/Group Leaders	2	2	M	In most cases any food consumed will be their own. Where food is purchased this will only be from the venues' official outlets and all students will be supervised.	2	1	L	Ensure that when watching the film there is a Group Leader visible to all students at all times (i.e. arrange seating ratios according to number of students to Group Leaders).
Medical Provisions: <i>Lack of adequate medical provisions.</i>	14	Students/Group Leaders	3	3	H	Group Leaders to be aware of any existing medical conditions of any member of the group in advance of trip. All host venues will have own medical provisions/procedures in place. Group Leaders should request this information on arrival at the venue.	2	1	L	Group Leaders to advise venue host of any child with a serious medical condition in case of emergency.

2. VENUE

HAZARD: RISK	REF:	TO WHOM:	UNCONTROLLED RISK			CONTROL RISK BY:	RESIDUAL RISK:			FURTHER ACTION RECOMMENDED:
			SEVERITY X LIKELIHOOD = RISK RATING	S	L		R	SEVERITY X LIKELIHOOD = RISK RATING	S	
Overcrowding: <i>Crushing/effect on adjacent areas.</i>	2.1	Students/ venue staff/ Group Leaders/ members of the public	3	2	H	All Into Film Festival screenings have to be booked in advance so the maximum capacity will not be exceeded in the screening area. WAF operate with at least 10% under capacity to ensure there is never an overcrowding situation.	2	1	L	WAF programme the event based on information provided from the venue. If this information is incorrect and there is potential for oversubscription to a screening, WAF and the venue will, where possible, re-site or re-schedule the Group or the screening. At no time will any venue allow more than their licenced capacity to be inside the venue.

2. VENUE

HAZARD: RISK	REF:	TO WHOM:	UNCONTROLLED RISK SEVERITY X LIKELIHOOD = RISK RATING			CONTROL RISK BY:	RESIDUAL RISK: SEVERITY X LIKELIHOOD = RISK RATING			FURTHER ACTION RECOMMENDED:
			S	L	R		S	L	R	
<p>Emergencies: <i>Fire Evacuation Hazards from the need to evacuate separation of group.</i></p>	2.2	Students/Group Leaders	3	2	H	<p>All host venues will have emergency procedures in place and will make announcements if evacuation is required.</p> <p>All persons in the premises will be directed to a refuge area where Group Leaders will do a head count and keep their group together until the decision is made whether to continue the performance and re-enter the building or to return to their transport for the return journey home.</p>	3	1	M	<p>WAF should include in their correspondence with every venue that their Emergency Procedures and Provisions should be fully operational/ maintained and checked before the event.</p> <p>Group Leaders should ensure in the group briefings that they instruct all the students to remain at the refuge point until given further instructions.</p> <p>All Group Leaders should be aware of the return transport pick up point in case groups get separated.</p>

3. STUDENTS

HAZARD: RISK	REF:	TO WHOM:	UNCONTROLLED RISK SEVERITY X LIKELIHOOD = RISK RATING			CONTROL RISK BY:	RESIDUAL RISK: SEVERITY X LIKELIHOOD = RISK RATING			FURTHER ACTION RECOMMENDED:
			S	L	R		S	L	R	
<p>Boisterous Students:</p> <p><i>Students becoming overly excited and presenting a risk to themselves and other students.</i></p>	3.1	Students	2	2	M	Group Leaders to ensure there is an appropriate ratio of staff to students. Where possible, Group Leaders will provide extra supervision of boisterous students.	1	1	L	Group Leaders to be advised to assess their group profile in advance and arrange for a higher ratio of staff to students if the need is identified.

3. STUDENTS

HAZARD: RISK	REF:	TO WHOM:	UNCONTROLLED RISK SEVERITY X LIKELIHOOD = RISK RATING			CONTROL RISK BY:	RESIDUAL RISK: SEVERITY X LIKELIHOOD = RISK RATING			FURTHER ACTION RECOMMENDED:
			S	L	R		S	L	R	
<p>Slips, Trips & Falls: <i>Reduced lighting levels in host venue.</i></p>	3.2	Students/Group Leaders	2	3	H	<p>Group Leaders will ensure the safety of the students at all times; safety briefing will be given to the students about slip and trip hazards.</p> <p>Groups will all enter the venue seating area together prior to the film showing whilst house lights are still up.</p> <p>Students will be seated before house lights dim for the film to commence.</p> <p>Where host venues can provide an autism-friendly screening the following will apply:</p> <ul style="list-style-type: none"> • <i>The lights will be on low</i> • <i>The volume will be turned down</i> • <i>There will be no trailers at the beginning of the film</i> • <i>Audiences will be able to take their own food and drinks</i> • <i>Audiences will be able to move around the cinema freely*</i> <p><i>*students will be reminded not to run inside the cinema and students are to be supervised at all times.</i></p>	1	2	M	<p>Venue ushers will be in position at all times.</p> <p>Students to be briefed to alert one of their teachers/ Group Leaders if they need to leave their seat for any reason so that they can be accompanied.</p> <p>If any of the groups have members with autism they are strongly recommended to see if an autism-friendly screening is available at one of the venues accessible to them.</p>

3. STUDENTS

HAZARD: RISK	REF:	TO WHOM:	UNCONTROLLED RISK SEVERITY X LIKELIHOOD = RISK RATING			CONTROL RISK BY:	RESIDUAL RISK: SEVERITY X LIKELIHOOD = RISK RATING			FURTHER ACTION RECOMMENDED:
			S	L	R		S	L	R	
Lost Students: <i>Trauma and stress.</i>	3.3	Students	2	3	H	Group Leaders to brief all students as to the importance of staying together as a group. Information Point/Venue Information Desk to be pointed out on arrival at venue to students in case of any person being separated from the group. The mobile phone numbers of all teachers/ Group Leaders to be given to the venue host on arrival. At no times will students be left unaccompanied, always by more than one member of the event team, with at least one being DBS checked.	1	1	L	Activity will be stopped in the event of a child going missing or leaving their group. Where there is likely to be more than one group at the film screening at any one time, for groups of younger students, a group identity should be established. This could be by badges, group uniform or wristbands.
Exposure to Films: <i>Inappropriate for age group.</i>	3.4	Students	2	2	M	All films have nationally recognised classification according to their age group suitability (i.e. U, PG, 12A and 15) Group Leaders making the booking will be informed of these. Groups and bookings will only be accepted according to the age span of the group.				

4. INDIVIDUAL SCHOOLS ADDITIONAL RISKS

To be completed and submitted to National Schools Partnership, Address is 1 Paris Garden, Southwark, London SE1 8ND.
 Email to: Miranda.Bridges@intofilm.org

HAZARD: RISK	REF:	TO WHOM:	UNCONTROLLED RISK			CONTROL RISK BY:	RESIDUAL RISK:			FURTHER ACTION RECOMMENDED:												
			SEVERITY X LIKELIHOOD = RISK RATING	S	L		R	SEVERITY X LIKELIHOOD = RISK RATING	S		L	R										

DATE: _____

VENUE _____

GROUP LEADERS NAME: _____

SIGNED _____

GROUP/SCHOOL: _____

NUMBER IN GROUP _____