

**Risk Assessment Questionnaire – to accompany all licence applications**

**This is not a Risk Assessment – it is designed to act as an aide memoire to Applicants to ensure that all appropriate and relevant information is provided.**

**We will use this document to review all/any risk assessments provided. It provides details on areas on which we will require information. It is not exhaustive and is subject to change.**

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| Name of production |  |
| Name of child |  |
| Age of child |  |
| Child’s role Consider - why are they there, do they have to be there or could the scene be filmed in other ways? |  |
| Number of children / adults taking part in scenes |  |
| Number of crew and other people on set |  |

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| Risk Assessment  |
| Has production produced a risk assessment ? | Yes | No | Ask for revised RA or reject the licence. Do you think the child is at risk by undertaking this role? |
| Is there a named Health and Safety person? | Yes | No | Ask for contact details  |
| Does it contain information about the child, their role, who will look after them e.g. parents or licenced chaperone? | Yes | No | Ask for revised RA or reject the licence. Can they adhere to current social distancing rules? |
| Are there written guidelines for children and adults on set? | Yes | No | How are adults being briefed about expectations for working safely? |

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| Child  |
| Do they have any health issues? | Yes  | No | How does the RA address this? If the child is currently withheld from school due to illness how are they able to perform?  |
| Does anyone else in their family have health issues? | Yes  | No | You may need to ask the parent about this.  |

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| Travel |
| Is the production in England  | Yes  | No | Check rules if in Scotland Wales Northern Ireland or Republic of Ireland  |
| Is child from England | Yes  | No  | If No check Covid 19 rules for their home country and any restrictions on travel  |
| How will the child travel to and from the venue? |  |
| With whom will they travel?  |  |

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| Lodgings  |
| Is the child staying overnight? | Yes | No | Is this allowed under current Covid 19 rules? |
| Has an inspection of the accommodation been carried out? | Yes  | No | Follow usual checks on proposed accommodation  |

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| During production  |
| Is there access to PPE? | Yes  | No | Ask for revised RA or reject the licence |
| What checks will be made regarding illness on day of production? | Yes | No | Ask for revised RA or reject the licence. Have you spoken with parent about not attending if the child or someone in the household is unwell or isolating  |
| Check and consider hygiene arrangements, PPE equipment, number of adults doing the following functions, can the child do these functions themselves?  |
| Hand washing facilities  |  |
| Make up  |  |
| Costume (is it stored / quarantined before use or given to the family before arrival on set) |  |
| Mics (can they put it on themselves) |  |
| Props (are they cleaned regularly) |  |
| Number on set (social distancing) |  |
| Green rooms / dressing rooms  |  |
| Catering (food / drink / utensils)  |  |
| Procedures for track and trace during and after production  |  |
| Toilets and showers  |  |

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| Chaperones  |
| Are they chaperoned by parent? | Yes | No | Have you spoken with parent about risk assessment? |
| Is there a licenced chaperone? | Yes | No | Have you spoken with them about risk assessment – have you a mobile number for the chaperone to check how things are? |
| How will production deal with an LA inspection? |  | Is this in RA? |

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| Breaks |
| Are breaks built into any staggered arrangements? | Yes | No | Breaks are still required as per legislation |
| Are hours built into any staggered arrangements? | Yes | No | Hours are still as per legislation  |

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| Education  |
| Is child required to attend school  | Yes | No | As per 01.06.2020 expectations and also if child of key worker or considered vulnerable Have they got school permission? |
| Does the child have school work to do whilst on production? | Yes | No | Has school provided work to do? You may need to ask the parent this question.  |
| Has family decided not to attend school on health grounds or due to shielding? | Yes | No | If a child is not attending school due to health or shielding how are they able to perform and how is this addressed in the RA? |
| Is there a tutor? | Yes  | No | What social distancing measures are there in place? |

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| Review undertake by |  |
| Review checked by  |  |
| Date of review  |  |

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| **For LA use** |
| Outcome | Approve  | Reject  |
| Record reasons why approved or rejected  |