

**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.**

|  |  |
| --- | --- |
| 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 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 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? |

|  |  |  |  |
| --- | --- | --- | --- |
| 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. |

|  |  |  |  |
| --- | --- | --- | --- |
| 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? | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| 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? |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |
| --- | --- | --- | --- |
| 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? |

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

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