

Greentop Circus		Risk Assessment	
Activity:	Manipulation; including all forms of juggling, diabolo, spinning plates, cigar boxes. Please see building related risk assessments and Covid 19 risk assessment.	Assessed By:	Trudi Patient
		Approved By:	Teo Greenstreet
Location:	Greentop Community Circus Centre Other location - outreach	Issue Date:	29/08/17
		Revision Date:	22/7/25
		Next review	21/7/26

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
Control measures not implement appropriately	Major Injury	Manipulator and other people present	3	4	12	For unsupervised training: the following control measures are the responsibility of the manipulator. For tutor led sessions: they are the responsibility of the tutor. If the tutor is working with adults it may be sufficient to demonstrate and explain these measures, but for younger participants the tutor (or another adult) will need to continually / repeatedly check that these measures are being observed	2	4	8
Impact with object	Major Injury	Manipulator and or other people present	3	4	12	For tutor led sessions the tutor should ensure that participants have sufficient space for the trick that they are trying. Options include: asking a participant to move to an area that has enough space asking other participants to move to create enough space asking participant to stop until there is enough space suggesting another trick for which there is sufficient space reducing the number of participants / items of equipment in order to make enough space For unsupervised adults: The Manipulator should be clear about the area into which their equipment might fall. They should make this clear to all others if necessary by marking area out or through verbal communication. They should not continue training the move if there continues to be insufficient space or if there is a likelihood that others will enter this space.	2	4	8

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
						Do not try a move with heavy, sharp or otherwise dangerous props unless it is a move you can perform reliably with benign props.			
Collision of manipulator and others	Major injury	Manipulator and other people present	3	3	9	Manipulator to be clear about the area into which their equipment might fall. Make this clear to all others if necessary by marking area out or through verbal communication. Manipulator to ensure that they don't gradually move across or out of this area.	3	2	6
Muscle strain / Injury	Minor injury	Manipulator	2	3	6	Ensure that all manipulators warm up and down appropriately for the level and duration of training: In classes and workshops this is the tutor's responsibility. Those training independently have been assessed as competent and should understand this. Training should include appropriate conditioning exercises for the activities. Tutors should ask participants about existing injuries prior to training, and avoid practice that may aggravate these injuries. Those training independently to be made aware of the potential risks of training on injuries. The moves taught / trained should be appropriate in level for those attempting them. Teaching and application of good technique to reduce risk of injury.	2	3	6
Equipment failure	Major injury	Manipulator	3	3	12	Tutors and anyone training independently should visually inspect all equipment before use to check welds, screws, bolts etc. If there is any doubt they should physically test the equipment e.g. try to twist the end of a juggling club if you think it's loose.	3	2	6
Environmental Factors	Major Injury	All people present	3	4	12	Tutors and anyone training independently should visually inspect the environment before running a manipulation workshop or training. This should include checking: whether the ground / floor is flat, smooth and solid	3	3	9

Hazard	Consequences	Persons affected	Severity	Likelihood	Total Risk	Existing Control Measures (Where appropriate)	Severity	Likelihood	Total Risk
						whether there is any liquid or dust that could cause slippage, and whether nearby loose items (including leaves, litter) could fall or blow into the area and cause an accident. A similar visual inspection should be done for the environment overhead. Consideration of the movement of the public if in a public space (indoors or outdoors). Ensure necessary space around and above.			
A safeguarding issue occurs whilst participants are under the care of Greentop	Child or vulnerable adult harmed. Reputation damage to Greentop. Potential subject to legal procedure	Staff, centre users and public	4	2	8	All staff and freelance contractees are inducted in Safeguarding policy and procedure. All users informed via noticeboard and web site. If not at Greentop, teachers to be led by policy and procedure of host venue. All doors are kept secure during activity and monitored when participants are arriving/departing. In times of heightened risk monitor news channels and local networks for information about possible disruption.	4	1	4
Community tension	Major injury		3	3	9	de-escalate any community tension / views participants may showcase during sessions by referencing Greentop's Inclusion Manifesto posted on the wall to encourage discussions in a safe and inclusive manner where appropriate. If needed to contact police on 101 or in an emergency call 999.	3	2	6
Security Incident .	Multiple fatality	Everyone entering Greentop	5	1	5	All staff to understand Emergency Procedure in the event of a Security incident. Anything suspicious witnessed or found during or around a session, such as a bag/package that looks suspicious and/or attempted to be hidden contact 999 in an emergency or for further advice, contact the counter terrorism helpline on: 0800 789 321. For further information: Report possible terrorist or extremist activity Action Counters Terrorism - Report possible terrorist or extremist activity.	4	1	4

RISK ASSESSMENT MATRIX

RISK						
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

SEVERITY	
5	Multiple fatality
4	Fatality
3	Major injury
2	Minor injury
1	Negligible impact

LIKELIHOOD	
5	Almost Certain
4	Probable
3	Possible
2	Remote
1	Improbable

The aim is to reduce the risk by prevention or control measures so far as is reasonably practicable.

Explanatory Note:

Risk

16-25	Very high (Do not proceed without authorisation from the Directorate)
12-15	High
6-10	Medium
1-5	Low

Likelihood

Almost certain	Self explanatory
Probable	More likely than not to occur
Possible	Has the potential to occur
Remote	Unlikely to occur
Improbable	Occurrence is extremely unlikely

Severity

Multi fatality	Self explanatory
Fatality	Self explanatory
Major injury	Reportable incident under RIDDOR such as fracture of bones, dislocation, amputation, occupational diseases (e.g. asthma, dermatitis), loss of sight.
Minor injury	First aid administered. This would include minor, cuts, bruising, abrasions and strains or sprains of ligaments, tendons, muscles
Negligible impact	Self explanatory