



Circus Workshop Method Statement

Before Event:

1. Confirm the space will be suitable for the activities to be covered in workshop sessions. There must be enough space to ensure delegates will not risk colliding with each other. Also confirm floor surface is suitable for planned activities.
2. Brief booker on any special instructions for the delegates – in particular to wear appropriate clothing and footwear to ensure safe participation.
3. Select workshop leaders and facilitators who are experienced at teaching their skill and are working professionally within their field.
4. All equipment to be used in workshops will be checked for safety and suitability.
5. Workshop sessions will be planned according to information provided to us on number of participants and any particular requirements they have.

On arrival at venue:

1. Equipment to be unloaded safely and stored or arranged somewhere secure.
2. Check spaces used for workshop sessions for: access, obstacles (must be removed or made safe).
3. Request water to be provided to avoid dehydration of participants during activities.

Workshop sessions:

1. Check whether any delegates have any condition that may cause participation to be dangerous – if so they must not participate in any dangerous part of the workshop.
2. Explain any potential hazards to all participants including how to avoid them.
3. Check that participants have understood how to safely engage in each activity or exercise before they start.
4. Where participants will support or 'spot' one another, check that they are physically able to do so.



Circus Workshop Risk Assessment

Hazard	Severity	Risk
<p>Damage to persons during instructors arrival and unloading of workshop equipment. Our equipment is stored safely in suitcases, boxes and bags. These are always carried safely and never left in a situation where they could cause a hazard.</p>	2	1
<p>Equipment accidentally collides with workshop participant, teacher or passer-by: The area for instruction and performance will be clearly defined and explained to all workshop participants. Participants will all be allotted adequate space to be safe. Workshop participants will be given clear, safe instruction on using all equipment. Opportunity will be given for participants to ask questions about anything they don't understand. Potential hazards and how to avoid them will be explained to participants before they begin.</p>	2	1
<p>General slips and trips: The workshop area will be kept clear of trip-hazards. All equipment is to be positioned safely in workshop area. The floor surface should be checked that it is suitable and safe for people to move and take part in workshop on.</p>	3	1
<p>Equipment breaks and causes harm to user/persons nearby. All equipment is incredibly robust, hardwearing and safe. It is regularly safety checked - before every session - and it is very unlikely to break.</p>	7	1
<p>Workshop participant dehydrates due to over-activity. The activities in the workshop are very unlikely to be strenuous enough to risk dehydration. Water will be provided in the workshop area whenever possible and participants encouraged to drink when thirsty.</p>	5	1
<p>Risk of workshop activity causing harm to participant with a pre-existing condition. Workshop leaders will check whether any delegates have any condition that may cause participation to be dangerous - if so they must not participate in any dangerous part of the workshop.</p>	7	1
<p>Risk of balancing activity activity causing harm to participant – a fall, trip or slip. Nobody allowed on tight rope, rola bola, stilts or pedal go's without clear instruction beforehand. It should be explained how to step on and off safely. Beginners at any particular move, balance or trick should be given assistance by tutor until tutor is sure of the participant's safety and competence. Potential hazards and how to avoid them will be explained to participants before they begin.</p>	7	2
<p>Activities Using Strobing Props: Adverse reaction to strobing from sufferers of epilepsy. This is extremely unlikely as the maximum intensity of light visible from any single object is equivalent to or less than 300 candela (in contrast to a theatrical strobe light - typically rated at 100,000+ candela).</p>	5	1

n.b. Severity and Risk figures are on a scale of 1 to 10, with 1 being the lowest. All performance and workshop activities are necessarily carried out in the safest manner possible. All Circus Allstars instructors are covered by their own Public Liability Insurance Policy provided by Equity (indemnity limit of ten million pounds).