



Drop-in 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 participants will not risk colliding with each other. Also confirm floor surface is suitable for planned activities.
2. Select workshop leaders and facilitators who are experienced at teaching their skill and are working professionally within their field.
3. All equipment to be used in workshops will be checked for safety and suitability.
4. 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. Set-up all equipment correctly and safety check.

Workshop sessions:

1. Check all equipment is being used correctly.
2. Ensure safety mats are in place
3. If a participant is behaving in an unsafe way stop, correct and explain as soon as possible.
4. Always have an instructor in situ.



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. As soon as possible workshop participants will be give clear, safe instruction on using all equipment. Instructor is observant and looks for any participant behaving in an unsafe manner then stops, corrects and explains.</p>	2	1
<p>General slips and trips: The workshop are 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>Risk of balancing activity causing harm to participant – a fall, trip or slip. Only use pedal-go props on grass/soft surface. Always use slackline with safety mats next to it. Instructor is observant and looks for any participant behaving in an unsafe manner then stops, corrects and explains.</p>	7	2

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).