

RISK ASSESSMENT

Red Tape Studios – Music Provision

POLICY INFORMATION

Policy title	Risk Assessment
Venue	Red Tape Central
Issue date	1st September 2026
Review date	1st September 2027
Author	Lucy Revis, Director
Approved by	Board of Trustees
In consultation with	Philippe Clegg, Coordinator
Impact assessed	

VENUE AND ACTIVITY

Venue	Red Tape Central, Shoreham Street, Sheffield, S1 4SP
Activity/Visit location	Music Provision – Educational Workshops

AIMS AND BENEFITS

As part of a risk/benefit analysis, the following aims and benefits are identified:

- Deliver interactive and educational music activities to develop students' skills and confidence.
- Build relationships between music providers, secondary schools, and students.
- Provide a safe space for students not currently attending school.

GENERIC RISK ASSESSMENTS REFERRED TO

- Sheffield Music Hub's Event Risk Assessment
- Sheffield Music School's Safeguarding Risk Assessment
- TRACKS Safeguarding Policy

STAFF / VOLUNTEER ROLES AND EMERGENCY CONTACTS

Principal SMS Lead	Lucy Revis – 07989 097342
Operations Manager on duty/on call	Teah Lewis
Safeguarding DSL/DSD	Lucy Revis – 07989 097342
Safeguarding DSL @ Red Tape Central	Lucy Revis – 07989 097342
Safeguarding DSD @ Red Tape Central	Philippe Clegg – 07835 025113

First Aiders on duty	Lucy Revis (also Mental Health First Aider), Philippe Clegg
School/Venue contact	Red Tape Central, Shoreham Street, Sheffield, S1 4SP

DBS CHECKED STAFF

Name	Organisation
Lucy Revis	Sheffield Music School
Teah Lewis	Sheffield Music School
Franz Von	Sheffield Music School
Jemma Freese	Sheffield Music School
Philippe Clegg	Sheffield Music School
Rhiannon Scutt	Sheffield Music School
Chris Mayall	Sheffield Music School
Lucas Ashman	Sheffield Music School
Tobie Carpenter	Sheffield Music School
Max Fenton-Thomas	Sheffield Music School

Minimum supervision requirement: 1 DBS-checked adult per room.

Non-DBS checked staff: N/A – any visiting speakers or volunteers without DBS will always be supervised by a DBS-checked member of staff.

EVENT-SPECIFIC OBSERVATIONS

- The building is used exclusively by Sheffield Music School during the event.
- All visiting support workers/school staff on site are DBS-checked and supervised.
- All staff hold current safeguarding/relevant training in line with TRACKS policy.

IDENTIFIED RISKS AND CONTROLS

Potential Risk	Management Strategy	Actions
Infection transmission (general hygiene)	– Regular hand hygiene promoted throughout the session. – Sanitiser and wipes available in every room. – Shared equipment cleaned between uses/groups.	– Hand gel and wipes stocked in each room before the session begins. – Shared instruments and equipment wiped down between use. – General hygiene protocol followed by all staff.
Unsafe sign-in process	– Controlled entry through the main fobbed entrance only. – Staff arrive early to complete setup and safeguarding briefing.	– Register maintained and checked against expected attendees. – Staff briefed on any medical or safeguarding needs prior to session. – Sign-in details stored securely in line with TRACKS Data Protection Policy.
Fire or emergency requiring evacuation	– Red Tape Studios' fire evacuation procedure followed at all times. – All attendees gather at the designated assembly point.	– Fire exits on the ground floor identified and kept clear. – Evacuation chair used for anyone unable to use the stairs. – Register checked against all attendees at the assembly point outside BBC Radio Sheffield.

Potential Risk	Management Strategy	Actions
Child or young person goes missing	– Building sweep carried out immediately. – Relevant teams contacted if not resolved quickly. – Escalated to senior management and, if necessary, South Yorkshire Police.	– Missing-child procedure shared with all staff at briefing. – Clear escalation timeline communicated: sweep within 5 minutes, carer contact within 10, police contact if unresolved within 15–20 minutes. – DSL (Lucy Revis) informed immediately and leads the response.
Inadequate supervision	– DBS-checked staff present in every area in use. – Minimum of 1 DBS-checked adult per room maintained throughout.	– Visiting speakers or non-DBS visitors always accompanied by a DBS-checked host. – Designated host assigned for each visitor. – Staff rota checked before the session to confirm coverage.
Unsupervised breaks	– Breaks held only in designated, supervised areas. – Staff:student ratio maintained throughout break times.	– Staff:student ratio of 1:8 maintained during breaks. – Outdoor break areas supervised at all times; students do not leave the building unsupervised. (outdoor break only permitted for non school hours activity)
Minor injuries	– First Aid kit available on site at all times. – A First Aider always present during the session.	– Accident form (paper or digital) completed for any injury, however minor. – All staff briefed on who the First Aiders are and where the kit is kept. – Parent/carer/relevant team informed of any injury on the same day.
Unsafe equipment	– All equipment PAT tested; technical support available from Red Tape Studios staff. – Damaged equipment withdrawn from use immediately.	– Staff instructed never to use equipment that appears faulty or damaged. – Faulty equipment logged and reported to the Operations Manager for repair or replacement. – Visual check of instruments, leads and stands carried out before each session.
Entrances next to busy road	– Parents/carers/transport must accompany students to and from the door. – Staff control entry and exit from the building.	– Confirmed external “permission to leave” required before any student leaves the building independently. – Staff positioned at entry/exit points during arrival and departure times.
Internet/computer use	– Red Tape Studios creates user accounts for TRACKS use. – Safeguarding protocols applied to all online activity.	– Students issued individual usernames/passwords; no shared logins. – PCs monitored by staff throughout use. – Online safety concerns reported to the DSL immediately, in line with the TRACKS Safeguarding Policy.

FIRST AID AND ACCIDENT RESPONSE

- First Aid kit located in the Music Hub shelf.
- First Aiders: Lucy Revis & Philippe Clegg.
- Emergency contact details for all students/staff stored securely and accessible to First Aiders.
- Accidents recorded via electronic form where possible, or paper form if necessary, and reported to the DSL on the same day.

FIRE PROCEDURE AND EMERGENCY PLANNING

- Red Tape Studios' fire evacuation procedure followed at all times.

- Assembly point: pavement outside BBC Radio Sheffield.
- Register taken once outside to confirm all attendees are accounted for.

In emergencies:

- Attend to the casualty.
- Call emergency services if required.
- Contact the LEA Critical Response Team – Office hours: 0114 273 5827; Out of hours: 07896 990100 / 07710 012984.

CONTINGENCY PLANS (PLAN B)

If the activity must be cancelled or rearranged:

- Inform school, students, carers, and staff (whoever is named responsible depending on delivery type) as soon as possible.
- Rearrange for a future date, or adapt the session for remote delivery where applicable.
- If conditions become unsafe on the day, activities may be altered or abandoned, at the discretion of the Director/Safeguarding Lead or DSL.

INFORMATION SHARING

- Risk assessment emailed to all staff prior to the event.
- Covered in the morning staff briefing.
- Printed copies available with the main register box.

SIGN-OFF

Completed by	Lucy Revis, Director & Designated Safeguarding Lead
Signature	Irevis
Date	01/08/26