

# Mystery Drama Night Risk Management Plan

The Risk Matrix used by KCC is as shown below:

| Likelihood |  | Consequences  |                                      |   |   |   |  |
|------------|--|---|--------------------------------------|---|---|---|--|
|            |  | Risk Assessment Matrix  | 1<br>Noted and treated               | 2<br>Minor  | 3<br>Moderate   | 4<br>Major  | 5<br>Catastrophic  |
|            |  | Assessing the level of risk associated with a hazard before applying management strategies. | Dealt with by staff<br><br>First Aid | Treatment by medical professional / hospital outpatient | Significant non-permanent injury<br><br>Overnight hospitalization | Extensive permanent injury e.g. loss of fingers<br><br>Extended hospitalization | Permanent disabling injury e.g. blindness, quadriplegia, loss of hand/s<br><br>Death |
| 5          | Almost certain to occur in most circumstances            | High  | High                                 | Extreme   | Extreme   | Extreme   |  |
| 4          | Likely to occur frequently                               | Moderate  | High                                 | Extreme   | Extreme   | Extreme   |  |
| 3          | Possible and likely to occur at some time                | Moderate  | High                                 | High  | Extreme   | Extreme   |  |
| 2          | Unlikely to occur but could happen                       | Low   | Moderate                             | High  | High  | Extreme   |  |
| 1          | May occur but only in rare and exceptional circumstances | Low   | Low                                  | Moderate  | Moderate  | High  |  |

## Mystery Drama Night

| Activity Or Location                                    | Hazard Identification  | Like-lihood | Conse-quences | Management Strategy   | Who  | When                       | Managed Risk Assessment |
|---|--|-------------|---------------|---|--|----------------------------|-------------------------|
| Mystery Drama Night – Dining room or large meeting room | <ul style="list-style-type: none"> <li>Physical exertion</li> <li>Strains and sprains</li> <li>Cramps</li> <li>Exhaustion and fatigue</li> </ul> | 2           | 2             | <ul style="list-style-type: none"> <li>Guest Group Leader to ensure the suitability and competency of students participating in the activity.</li> <li>Guest Group Leader and StayKCC activities staff to constantly monitor students for fatigue and exhaustion whilst dancing or doing drama routines.</li> <li>Contractor to brief participants that some activities are performed with dim lights.</li> <li>No running enforced by Guest Group Leader and StayKCC activities staff, unless in controlled specified circumstances.</li> <li>Contractor to ensure adequate space between performing groups if in the same room.</li> <li>StayKCC staff to have up-to-date first aid certificates and first aid kit on hand to deal with any strains or sprains .</li> </ul> | Guest Group Leader<br>StayKCC activities staff<br>Contractor | Before<br>Ongoing<br>After | Low                     |
|   | <ul style="list-style-type: none"> <li>Dehydration and heatstroke</li> </ul>   | 1           | 5             | <ul style="list-style-type: none"> <li>Guest Group Leader and StayKCC activities staff to monitor students for signs of dehydration.</li> <li>Guest Group Leader and StayKCC activities staff to monitor students for sign of heat stroke in long sessions or hot days.</li> <li>StayKCC activities staff to make sure adequate water is available and make sure students have had sufficient water with them before starting the activity.</li> </ul>  | Guest Group Leader<br>StayKCC activities staff               | Before<br>Ongoing<br>After | Mod                     |