

Risk assessment form for Author Event by Chris Bradford

This form covers content for both the *Young Samurai* event and the BODYGUARD event. Details of the event itself can be found at www.chrisbradford.co.uk

Location

School, Hall or Staged area

Activity

Author events at schools, literary festivals, bookstore events and workshops

Key Info

Public Liability Insurance: The author is covered for any author related activities and demonstrations up to £5million. Contact: Max Piper at Blake Insurance Services, 46 & 48 North St, Bridgwater, Somerset, TA6 3PN. Tel: 01278 453345. email: enquiries@blakeis.co.uk

The Law & Samurai Swords: Regarding the law in relation to samurai swords, please visit the below government website which clarifies the allowable use of samurai swords for historical re-enactments and sport purposes: http://www.opsi.gov.uk/si/si2008/draft/ukdsi_9780110810324_en_1

Number	Hazard	Possible effects/harm	Risk rating H, M, L	Detail existing controls	Detail further action required to reduce risk	Revised risk rating H, M, L
	Something with the potential to harm: hazards listed should be all those present before controls are in place.	Where a group of people may be affected differently, identify the separate effects/harm and risk rating.	Indicate the rating prior to controls being in place.	Provide details of control measures already in place. If measures are detailed in other documents, state where.	Note the action required, responsible person and target date.	Indicate the rating following implementation of controls.
1	Samurai Sword Display	Physical harm from blade to audience members	H	<p>Clear verbal warnings given prior to display</p> <p>Author is a graded black belt martial artist with over 20 years experience</p> <p>Iaito (training sword) used rather than sharp shinken sword</p> <p>No weapons are used or touched by the students</p> <p>The samurai sword remains with the author at all times</p>	<p>School needs to provide suitable performance area, ideally 5m by 4m, with a 2m ceiling clearance is required</p> <p>Pupils to remain seated during display</p> <p>School staff must supervise all sessions and be responsible for discipline</p>	L

2	Interactive Reading for Young Samurai	Physical harm, e.g. bump to head with prop	L	<p>Clear verbal warnings given in text to 'duck'</p> <p>Wooden training sword used</p> <p>Wooden sword held just above general 'head height'</p>	School staff must supervise all sessions and be responsible for discipline	L
3	Interactive Intro for Bodyguard	Physical harm, e.g. sprained ankle from tripping up	L	<p>Clear instructions are given to staff volunteer</p> <p>Staff volunteer held and guided by shoulders</p> <p>'Escape route' discussed and tested prior to show</p>	Staff member to wear flat soled shoes	L
4.	Interactive Reading for Bodyguard	Physical harm, e.g. sprained ankle	L	<p>Clear instructions are given to student volunteer</p> <p>Student volunteer guided by shoulders</p>	School staff must supervise all sessions and be responsible for discipline	L
5.	"One-Inch Push"	Physical harm from falling over or push to chest	M	<p>Technique suitable for the age range</p> <p>Student volunteer given clear safety instructions</p> <p>Relevant health checks are made prior to demonstration</p> <p>A thick protective pad is used on chest</p> <p>Technique demonstrated at less than a third power</p>	<p>School to provide two gym mats in case volunteer falls</p> <p>School staff must supervise all sessions and be responsible for discipline</p>	L
6.	"Bulletcatcher Test" [note this is rarely included in show now]	Physical harm from foam dart in eye	L	<p>Participants in the 'bulletcatcher test' are required to wear safety glasses</p> <p>A NERF gun with safety rubber-tipped foam darts is used for 'test'</p> <p>Foam gun is only handled by</p>	School staff must supervise all sessions and be responsible for discipline	L
7.	Foot Formation Exercise	Physical harm from collision with another pupil	L	<p>Clear instructions are given to volunteers not to physically engage with anyone</p>	School staff must supervise all sessions and be responsible for discipline	L

8.	"Zip-Tie Escape"	Physical harm from plastic tie rubbing on skin	L	Participants are required to wear padded wrist bands to prevent risk of abrasion	Scissors are on hand in case the tie needs to be cut	L
9.	"Survival Food Challenge"	Allergic reaction to food item	L	Edible insects are from reputable and regulated source Any individual with a known food allergy is not permitted to take part Anti-histamine tablets on hand in case of a reaction	Glass of water in case volunteer needs to wash out mouth	L

Declaration

I certify that all controls are in place which reduce risk to as low as is reasonably practicable, the school contact (librarian or teacher) has been informed and safe systems of work have been applied.

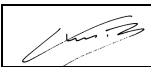
Prepared by

Chris Bradford

Date

9/4/2014

Signature



Risk rating

Evaluation of the potential impact and likelihood of harm occurring.

Risk rating	Action required
<p>High For example,</p> <ul style="list-style-type: none">• fatality possible to one or more individuals• major injury to individuals• likelihood of long term muscular-skeletal problems	Immediate action required.
<p>Medium For example,</p> <ul style="list-style-type: none">• medium injury to one/few individuals• likelihood of medium term muscular-skeletal problems	Requires attention as soon as possible.
<p>Low For example, minor injury occurring infrequently to few people.</p>	Not a priority, may need attention if not as low as reasonably practicable.