**Touring Fund for Theatre and Dance - Risk Assessment**

Please complete this form identifying the risks that could impact on the success of your project. We are looking for an overview of the management of risk for your project, which considers the artistic and logistical risks as well as planning for work in the context of ongoing restrictions and changes due to the Coronavirus pandemic. This is a required part of your application.

We understand that the COVID-19 pandemic, and the changing restrictions associated with it, make it hard to plan for the presentation and touring of creative work, even as far as advance for touring from 2023 onwards. We will take these challenges into consideration when assessing applications. At the same time, we also acknowledge that touring activity will be possible during 2023.

The Scottish Government guidelines on COVID-19 measures will continue to evolve as the country moves through the road map to recovery. We would suggest all applicants refer to the latest Scottish Government guidelines on COVID-19 measures around the time their application(s) will be submitted. You can find these on [www.gov.scot/coronavirus-covid-19/](http://www.gov.scot/coronavirus-covid-19/) and the specific guidance for the performing arts and venues sector here: Coronavirus (COVID-19): guidance for the performing arts and venues sector – [www.gov.scot](http://www.gov.scot/). UK Theatre has also gathered links to further useful information here: Working Safely During Coronavirus (COVID-19) – UK Theatre.

**1.a. What is risk management?**

Risk management means identifying, assessing and taking action to control threats in business or other activity.

**1.b. Why do we ask you to assess risk?**

We want to help you deliver your activity successfully. All activity involves risk. Thinking about risk helps you take action(s) to manage threats to the success of your activity. This is not a paper exercise. It should inform the way you think about what you do.

If you do not think about risk, you may encounter issues that affect you, your project or other people. These issues could be very serious, for example if you fail to think about risks to health and safety arising from activity.

In many cases risk management allows you to minimise risk to a significant degree. For example some health and safety risks can be minimised by the use of appropriate safety equipment. This reduces the risk to a **tolerable** level.

Other risks cannot be entirely controlled. You may have to **tolerate** these risks. Strong risk management helps you be ready to respond to issues beyond your control should these arise.

Risks to your activity are not just about health and safety – there may be a range of unpredictable elements that could affect the successful delivery of your activity. We want to understand how you are addressing the full range of risks that could affect your ability to deliver the activity that you’re applying to the Open Fund to support.

**1.c. How should I manage risk?**

There are three steps in managing risk:

1. **Identify**. This means thinking through your project or activity to establish potential threats to its successful delivery.
2. **Assess**. This means thinking about the **severity** of each risk, and how **probable** it is that the risk might actually occur.
3. **Control**. This means devising a plan to minimise the likelihood of the risk occurring, and/or to manage the severity of the effects if the risk occurs.

**1.d. How to identify risk**

A good way to start identifying risks is to ask yourself, ‘what's the worst that could happen?’ Don’t try to assess these risks as you think of them. Note them down and assess them later.

**1.e. How to assess risk: traffic lights**

**When you have identified risks to your activity, you should use the following table to establish how severe the risk is:**

|  |  |
| --- | --- |
| **Severity of risk (how bad the effects could be if risk occurred)** | **Probability of risk (how likely it is that it will occur)** |
| Not severe (no danger to people, will not stop activity) | Unlikely |
| Relatively severe (potential danger to people and/or activity) | Relatively likely |
| Severe (high risk to people and/or activity) | Highly likely |

**You should then assign a traffic light to the risk as follows:**

|  |  |
| --- | --- |
| **RED** | Severe/highly likely **OR** Severe/relatively likely |
| **AMBER** | Severe/unlikely **OR** Relatively severe/highly likely **OR** Relatively severe/relatively likely **OR** Not severe/highly likely |
| **GREEN** | Relatively severe risk/unlikely **OR** Not severe risk/relatively likely **OR** Not severe risk/highly likely |

**RED** is critical. Red risks are not **tolerable**. Action must be taken to address these risks.

**AMBER** risks must be addressed but may remain AMBER. You may decide that this is **tolerable**.

**GREEN** risks may be automatically tolerated but best practice suggests you should consider action to address if possible.

**1.f. How to control risk**

You should identify the actions you will take to reduce the **severity** of the risk AND/OR the **probability** of the risk. When you have done so, you should recalculate the traffic light using the system above. Some risks will remain the same colour. **If any risk remains RED, Creative Scotland is likely to consider your project unfundable due to critical risk. You should consider replanning your project with significant alterations to address the risk before you apply.**

**1.f. Why are there two templates?**

Risk is a chance that an issue might arise. If it has become an issue, it is no longer a risk. For example, disruption to business due to a major event such as a pandemic was a *risk* for performing artists and performing arts organisations prior to March 2020. As of March 2020, this disruption represents a significant *issue* for them, and for people across the whole of society.

COVID-19 cannot be registered as a risk on your template because it is now an issue. We now need you to think specifically about new risks facing your project arising from the COVID-19 issue. For this reason we have produced a specific risk template.

**Overall Risk Management Template**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Risk identified** | **Severity and probability (explain)**  | **Rating (delete as appropriate)** | **Control actions planned** | **New severity/probability** | **Rating (delete as appropriate)** |
|  |  | **RED****AMBER****GREEN** |  |  | **RED****AMBER****GREEN** |
|  |  | **RED****AMBER****GREEN** |  |  | **RED****AMBER****GREEN** |
|  |  | **RED****AMBER****GREEN** |  |  | **RED****AMBER****GREEN** |
|  |  | **RED****AMBER****GREEN** |  |  | **RED****AMBER****GREEN** |
|  |  | **RED****AMBER****GREEN** |  |  | **RED****AMBER****GREEN** |
|  |  | **RED****AMBER****GREEN** |  |  | **RED****AMBER****GREEN** |

**COVID-19 Risk Management Template**

COVID-19 is a serious health issue and so risk arising from it is **severe**. No one can accurately predict the **probability** of outbreaks. **We expect you to follow relevant Scottish and UK government guidance at all times**. This table asks you to assess the risks to your planned activity arising from **likely government control measures**. Consider the risk to your activity going ahead in each case. If the risk is RED or AMBER, you should tell us your alternative plans for how you would deliver your project in these circumstances, e.g. digital back-up plans or rescheduling. You should also tell us about these in the relevant sections of your application form.

|  |
| --- |
| **Ongoing government measures likely to impact on provision during undefined timescale** |
|  |  Identify Risk | Assess Risk (delete/explain) | Control Risk | Revised Risk Assessment |
| **RESTRICTIONS ON PUBLIC GATHERINGS** |
|  |  |  |  |  |
| **OTHER SOCIAL DISTANCING** |
|  |  |  |  |  |
| **INTERNATIONAL AND OTHER TRAVEL RESTRICTIONS** |
|  |  |  |  |  |
| **ECONOMIC IMPACT** |
|  |  |  |  |  |