

Risk Assessment																			
Identified Hazards	Who may be affected	Risk Level before control measures				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level									
		Seriousness x Likelihood = Risk								Seriousness x Likelihood = Risk									
		S (1-5)	L (1-3)	R	RR					S (1-5)	L (1-3)	R	RR						
Covid - Delivery artists get ill	The other collective members, participants and our delivery partners	5	3	15	H	<ul style="list-style-type: none"> Multiple artists in the collective who are able to deliver Regular team meetings and check ins online to enable collective members to know what is happening, manage the workload and transfer work if necessary Maintain a shared digital working environment so that all the team have access to all files. Network of wider collective members who could be invited to participate Team members are following national guidelines to reduce transmission 	Consider using slack more to allow project delivery partners to connect and share information easily	CU	Project Start date	5	1	5	M						
Covid - Protecting staff and participants	Participants / Vistors / Partners	5	3	15	H	<ul style="list-style-type: none"> Facilities will contain suitable levels of soap and antibacterial gel. Collective members will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. Tissues will be provided for all collective members. Collective members should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Essential work face to face meetings held outside or in well ventilated spaces. Maintain appropriate social distancing Follow venues' /partners' risk assessments / Covid guidelines Contact with people suspected of having caught COVID-19 will be avoided. 	Develop our own Covid policy	CU	Project Start date	5	1	5	M						
Covid - Venues/Schools remain closed throughout the project	Participants / Vistors / Partners	4	3	12	H	<ul style="list-style-type: none"> All workshops and participatory activities can be delivered online and/or via posted materials if necessary Majority of planned participatory activities are due to be delivered in the warmer months Mini installations can be built/installed outside Project resources are all available online through a variety of media 	A guidebook and clear microsite with video instructions and regular online events will be delivered as part of the application	CU	Mid May 2021	4	1	4	L						
Covid - COP26 ins cancelled/delayed	Participants / Vistors / Partners	5	3	15	H	<ul style="list-style-type: none"> Digital experience via 360 dome (including a VR vesion) and virtual exhibition is available The physical installation can be built over a longer period of time (if delayed) or installed in another location (if access to Glasgow is impossible) Funding from the Arts Council enables the digital elements of this project which make it more resilient to the affects of Covid The artwork created will still have value outside of the COP context and speaks to universal global and human issues of climate change, waste, biodiversity and our attraction to light/energy. 	The Collective will closely follow the progress of COP through the year and look for opportunities for participants and audiences to enjoy the project.	NW	Ongoing	5	1	5	M						
Covid - No-one is able to travel to Glasgow	Participants / Vistors / Partners	5	3	15	H	<ul style="list-style-type: none"> Digital experience via 360 dome and virtual exhibition is available Funding from the Arts Council enables the digital elements of this project which make it more resilient to the affects of Covid The installation can be built elsewhere and transported / used in other contexts including outdoors - Especially as part of illumination festivals 			5	1	5	M							
RIO's 360 Dome opening is delayed	Participants / Vistors / Partners	4	2	8	M	<ul style="list-style-type: none"> Creation of content is still possible with participants Content will still be relevant to Plymouth and the Dome's opening whenever that might be A version for flat walls/rooms to be used by participants and partners will still be possible 	The Collective will follow the progress of RIO's 360 dome and collaborate with digital artists to	JA	Ongoing	4	1	4	L						
We are unable to produce enough moths for the physical and digital installations	Reputation	5	3	15	H	<ul style="list-style-type: none"> A moth counter will show our progress through the year and this will be monitroped by the directors and steering group over the course of the project. Set local/flexible targets for partners and participants. Share the projects progress through our website, social media and all our digital events Make sure that the final installation is central to the communications message. Set-up local drop off points. Make sure that the return address is clear on all instructions. 	Monitor regularly	NW	Fortnightly	5	1	5	M						
We don't receive funding applied for	Scale / participants and partners / resilience of the project	5	3	15	H	<ul style="list-style-type: none"> Main funding to deliver actiy in Plymouth and install in Glasgow is secured. All additional funding allows us to scale specific elements - eg Babcock allows us to deliver schools activities in Plymouth, ArtsCouncil allows us to vastly increase the scale of the project and create a flightpath through the UK, Literature Works supports a specific workshop. We will not start work on elements of the project that haven't been contracted. We reduce the scale and impact of the project accordingly. We will continue to seek funding from other partners, through donations and sales via a new microsite. 	Ensure that we have contracts and funding agreements in place	CU	Ongoing	5	1	5	M						
Costs increase	Reputation	4	2	8	M	<ul style="list-style-type: none"> Get quotes for activity in advance Seek donations and/or to pay competitive and fair prices Manage the finances through weekly book-keeping and reviewing the project expenditure. Maintain a financial buffer in our account and plan a 5-10% contingency in the budget Develop contracts and letters of agreement with all delivery partners 	Develop a sales/marketing plan for selling merchandise and seek advice regarding securing additional donations/sponsorship for the project.	CU	Ongoing	4	1	4	L						
The project becomes too big	Reputation, Collective members	5	3	15	H	<ul style="list-style-type: none"> Plans to appoint a Schools Project manager to support MtaF in schools in Plymouth Plans to appoint a UK/International schools project manager to support schools outside of the region Review workload and schedule at team meetings weekly, fortnightly with steering group, monthly with the Board. 	Seek advice from DSSE re approaches to scaling	CU	Project Start date	5	1	5	M						
The local artists commissioned to work with the local community groups are not high enough quality	Reputation and delivery of quality Moths To A Flame artworks	4	1	4	L	Commissioning process is a joint procedure between the local communities and the Art and Energy	contract, regular communications	NW	Project Start date	3	1	3	L						