**Risk Assessment**   **APPENDIX 3**

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| **Name of Person completing** **Risk Assessment** | Laura Ashfield | **Dept / Position** | Performing Arts Manager  |
| **School / Building** | Warwick School | **Date of****Assessment** | 08/02/2018 |
| **Location / Area** | Warwick Hall/Bridge House Theatre  | **Date** **For Review** | 08/02/2020 |
| **Activity / Details of Assessment** | Schools and Youth Groups attending BHT/WH performances  |

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| **Severity** |  | **Likelihood** |  |  |  **Risk** |
| Severity = Level of potential injury | **X** | Likelihood = Chance of injury | **=** |  | Severity x Likelihood = Risk |
|  1 No action, delay only |  |  1 Very unlikely  |  | 1 – 5 | Acceptable |
|  2 First Aid only, minor damage |  |  2 Unlikely  |  | 6 – 10 | Tolerable if strictly monitored  |
|  3 Minor Injury, illness, time off work, damage |  |  3 Possible  |  |  | but try to improve |
|  4 Major injury, disabling illness, major damage  |  |  4 Likely  |  | 12 – 25 | **UNACCEPTABLE** |
|  5 Fatality |  |  5 Very Likely – Imminent |  |  |  |

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|  **PART A:-** All visiting companies who are to use the area being assessed should complete the box below to confirm they have read and understood the contents of this Risk Assessment.  |
| **NAME** *(please print)* | **DEPT** | **SCHOOL** | **DATE** | **SIGNATURE** | **NOTES/COMMENTS** |
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| **Hazard** | **Who Is At Risk?**  | **Potential Injury** | **Existing control measures** | **Control measures to be taken by Visiting Groups**  |
|  | **How many people affected (estimate)** |  |  |  |
| Private transport to and from the venue – risk of road accident | Children and young people in the group |  | * The venues have a coach bay which may be used as a drop off point after prior agreement with the BHT Theatre Manager.
* If the venue coach bay is in use, there is a bus stop on Myton Road opposite the theatre, which allows a coach to park and unload whilst not disrupting traffic. The children and young people **must then cross at the traffic lights only** to access the venues.
 | * Group organisers to use approved coach and bus companies, or own minibuses – all to be fitted with seatbelts.
* Group organisers to have a plan in place for drop off, picking up and coach parking during a performance.
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| Public transport to and from the venue – risk of separation from the group | Children and young people in the group |  | * The venues have a coach bay which may be used as a drop off point after prior agreement with the BHT Theatre Manager.
* If the venue coach bay is in use, there is a bus stop on Myton Road opposite the theatre, which allows a coach to park and unload whilst not disrupting traffic. The children and young people **must then cross at the traffic lights only** to access the venues.
 | * Sufficient adult supervision: We recommend 1 adult to 10 children under 10/ 1 adult to 15 young people over 10, subject to individual need.
* Roll calls and registers to be supplied and used by group organisers. Fluorescent jackets for children can be very useful, for both travelling and walking.
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| Young people in an unfamiliar space  | Children and young people in the group |  | * Our venues comply fully with all industry-standard Health and Safety guidelines.
* All overhead lamps are fitted with safety chains, and all cabling is stored neatly to avoid trip hazards.
* All equipment operated and maintained by professionally qualified theatre technicians
 | * Group organisers to brief children not to touch any equipment in the venue, and to arrange a meet up place where young people can go if they become lost (i.e. box office desk).
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| Auditorium – crowded area, darkness and dim lighting levels – risk of fear and panic | All members of audience |  | * We have FOH staff stationed in both the stalls and balcony, near to exits. Exits lead directly on to foyer or outdoor areas.
 | * Group organisers to discuss the environment in the auditorium with children in advance, and to arrange extra care of particularly vulnerable or nervous group members.
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| Risk of fire and smoke during event | Everyone in the venue | If trapped, audience could suffer fatal injuries from burns/smoke inhalation. | * Fire alarm system in operation. Venue has Fire Plan and evacuation procedures in place.
* A Duty Manager is available at the front desk at all times during performances, and, in the event of a fire, is trained to lead a full evacuation.
* Exit routes always checked prior to an event.
* FOH team briefed as to their role and nearest exit.
 | * Group organisers to have a register prepared in case of evacuation to ensure all members of their group are accounted for, and that children and young people are briefed as to what is expected should an evacuation need to take place.
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| Safeguarding of children and vulnerable adults  | Young people and children attending an event | Possible inappropriate behaviour between adults and children/vulnerable adults | * All employed venue staff have enhanced DBS checks and are assessed at interview as to their ability to manage safeguarding incidents.
* Trained First Aiders on the premises at all times.
 | * Requisite levels of checked adult helpers with the group.
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| Is a PEEP’s (Personal Emergency Evacuation Plan) plan required  | Young people or children with:* Mobility impairments
* Sight impairments
* Hearing impairments
* Cognitive impairments
* Other circumstances
 | If trapped, audience could suffer fatal injuries from burns/smoke inhalation. |  | * Group organisers to liaise with front of house duty manager as to the most effective means of evacuation for the individual and to provide written details of a Personal Emergency Evacuation Plan if deemed necessary.
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| Further information |
| Assessor’s Signature |  | Date |

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| **Notes:**  | \* Guidance can be obtained from Head of Department, or Head of Health & Safety |
|  | \* Please report any issues, accidents, near-misses (incident not causing injury at the time but has the potential to do so) to the Head of Dept,  Deputy Head and Head of H&S. |