**Risk assessment form PS4 F3**  **Issue No. 1**

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| **SERVICE: Arts, Events & Venues**  | **LOCATION: Carriageworks Theatre** |
| **ACTIVITY: Schools and Childrens Groups Attending Carriageworks Theatre** |
| **Responsible manager** | **Simon Stockton** | **Signature** | **Simon Stockton** | **Date** | **09.05.24** |
| **Assessment by** | **Steve Greenwood** | **Signature** |  | **Date** | **09.05.24** | **Review date** | **09.05.26** |
| **Hazard** | **Who might****be harmed and how** | **Existing controls** | **Initial risk rating** | **Additional controls required if necessary** | **Action****date** | **Action by****(initial)** | **Complete Y/N****(date)** | **Final risk rating** |
| **Emergency Evacuations** | Pupils, teachers & staff by panic, crush & overcrowding | **Exits routes clearly signed with maintained exit signage to current ‘running man standards.****Exits routes to be clear of all stored materials.****Carriageworks staff trained in safe evacuation of audience members and familiar with evacuation routes and procedures.****Front of house staff to be given a fire and evacuation briefing and a walk-around.****Duty manager to carry out a pre-event fire and safety check using the pre-event checklist** | HIGH |  |  |  |  | LOW |
| **Fire Hazards** | Pupils, teachers & staff by panic, crush & overcrowding | **Stage & house furnishings constructed from flame-retardant materials or treated with flame retardant substances as far as practicable.****Fire extinguishers distributed throughout venue, staff trained in their correct use** | HIGH |  |  |  |  | LOW |
| **Audience crush** | Pupils, teachers, staff. Crush injuries and distress. | **Audience to be seated and pupils accompanied by teachers. Duty Manager to monitor and stop show if required** | HIGH |  |  |  |  | LOW |
| **Arriving and leaving the theatre.** | Pupils & teachers, | **Vehicles not to unload into live traffic lanes. Suitable embarkation / disembarkation points identified (loading bay, Great George Street) and communicated. Pupils to be closely supervised by teaching staff. Entrance via Electric Press building courtyard or Millennium Square only.** | HIGH |  |  |  |  | LOW |
| **Falls from balcony levels** | Pupils, teachers, serious injury or death | **No unsupervised children to be seated on front of balcony rows and to remain seated at all times.** | HIGH | Handrails installed and regularly checked. |  |  |  | LOW |
| **Fall from stage** | Pupils, teachers | **Edge of stage to be clearly marked and stage to be maintained and cleaned.****Access to stage via pass doors or additional treads only. No climbing onto stage, no jumping from front of stage. Teachers / carers and staff to assist.** | HIGH |  |  |  |  | LOW |
| **Contractors working within building** | Pupils, teachers, staff – injury from falling material, contact with substances | **Where possible all contracted work to be undertaken outside of public access.****Contractors to supply risk assessments and method statements, and areas around work site secured from public.****Deliveries to be made outside of public hours where possible / away from bus drop-offs.** | HIGH |  |  |  |  | LOW |
| **Slips, trips & falls** | Pupils, teachers & staff | **All floor surfaces to be properly maintained, free from trip hazards and non-slip.** **Cables to be ramped or taped, lighting and other equipment to be kept out of reach.** **All fixtures and furnishings to be fixed and stable.** | MED |  |  |  |  | LOW |
| **Provision of Welfare & First Aid** | Pupils, teachers | **Theatre staff trained First Aiders. First aid point and defibrillator located in main office, Level 2.****Treatment given only with consent, and with adult present. All treatment recorded via Report IT incident forms and held on LCC database.** | MED |  |  |  |  | LOW |
| **Safeguarding** | Pupils | **Staff trained in safeguarding of young people, awareness & procedures** | MED |  |  |  |  | LOW |
| **Intimate care** | Pupils | **Intimate care involves a worker undertaking duty of a very personal nature for a child or vulnerable adult i.e changing or taking to a toilet. This is not to be undertaken by Carriageworks staff and remains the responsibility of teachers / carers.** | MED |  |  |  |  | LOW |
| **Control of children on stage and in backstage areas** | Pupils | **Supervision is required at all times as per school risk assessment and / or BOPA performance licence** | MED |  |  |  |  | LOW |
| **Lost children** | Pupils | **Staff will be prepared to check on children’s welfare with support from another staff member. Staff will contact parents or school and wait for parent or carer to collect child.** **Under no circumstances will a member of staff escort a child home.** **Childrens services will be informed if required.** | MED |  |  |  |  | LOW |
| **Members of the public suffering from the effects of alcohol or drugs or otherwise engaging in violent or abusive behaviour.** | Pupils, teachers and staff. | **LCC have a zero-tolerance policy to unacceptable behaviour. Offenders to be removed immediately and police called if required.****Entrances to the building supervised by staff.** | MED |  |  |  |  | LOW |
| **Excessive noise** | Pupils, teachers & staff – hearing damage, distress | **Sound system designed, installed and operated by competent person to ensure that guidelines of peak of 140dB{C}and an LEQ of 107dB{A} are not exceeded. Warning on tickets / auditorium entrance for shows containing sudden loud noise.** | MED |  |  |  |  | LOW |
| **Use of smoke & vapour effects** | Pupils, teachers & staff – alarm, distress, breathing difficulties | **All products ae fully certified, water-based where possible, and have full data sheets for reference. Use is fully risk assessed.****Ventilation to be used where possible. Smoke detectors turned off in necessary areas only, and for minimum time required.****Warning on tickets / auditorium entrance for shows where heavy use expected.** | MED |  |  |  |  | LOW |
| **Use of pyrotechnics** | Pupils, teachers & staff – alarm, distress, burns. | **All products are low-powered, fully certified, used and installed according to manufacturer’s guidelines, and by competent, trained technicians.****All items placed outside of audience reach, and fall-zone distances observed.** | MED |  |  |  |  | LOW |