

General Risk Assessment for Schools visiting a performance

Task / activity or premises assessed:

Location:

Name of assessor:

Date of assessment:

Outline of activity/task:

School or other groups made up of predominantly children coming to a performance at the Brewhouse Theatre and using the Coal Orchard Car Park.

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
1. Coaches in the car park driving near groups of children	Pupils, staff from the school	Severity 8 x Likelihood 2 = 16 Medium	Designated pedestrian walkways marked in the Car Park. Staggered coach arrivals when possible. Limited space for parking.	Severity 8 x Likelihood 1 = 8 Low	All school staff to be aware and monitor their pupils at all times.
2. Arriving late for performance	Pupils, staff from the school	Severity 1 x Likelihood 4 = 8 Low	Groups advised to arrive at theatre in good time for start of show. Performance start times advised to organisers.	Severity 1 x Likelihood 2 = 2 Low	Need to allow 15 minutes walk from car park to theatre to arrive in the waiting area in good time.
3. Falling in to river by Car Park to the Theatre	Pupils, staff from the school	Severity 8 x Likelihood 1 = 8 Low	Pathway used regularly by the public without incident. Pathway a good distance from the river's edge. Direction of Theatre clearly signposted. Pathway can be gritted during winter. Lights along the walk.	Severity 8 x Likelihood 1 = 8 Low	Recommend that group organisers tell children to stick to the pathway.
4. Groups losing their way to the theatre.	Pupils, staff from school	Severity 1 x Likelihood 4 = 4 Low	Signage to theatre present on all major roads into Taunton. A list of car parks are available here https://www.tauntondeane.gov.uk/irj/public/services/directory/service?rid=/guid/5026fefd-e54d-2c10-3288-d33b1f81fbf1	Severity 1 x Likelihood 2 = 2 Low	Groups to be advised to arrive at the parking at least 15mins before the time they intend to get to the theatre. When booking directions can be given if needed.

			The full address is The Brewhouse Theatre & Arts Centre, Coal Orchard, Taunton, Somerset TA1 1JL		
5. Pupils being lost/stuck in toilets at Theatre	Pupils	Severity 1 x Likelihood 2 = 2 Low	Toilets regularly used without incident. FOH (front of house) staff to check toilets in case of emergency evacuation. Cleaners check toilets to clean after interval	Severity 1 x Likelihood 2 = 2 Low	Staff to accompany younger pupils to the toilet.
6. Pupils getting lost in the theatre	Pupils	Severity 1 x Likelihood 4 = 4 Low	Signage in place on all levels, over doors, and in strategic places. Back of house area secure, and cannot be accessed by the public	Severity 1 x Likelihood 2 = 2 Low	School staff to remain with their pupils at all times. School staff to keep a register of pupils
7. Pupil in distress having got lost or lost their parents / teachers / guardians	Pupils FOH staff	Severity 1 x Likelihood 4 = 4 Low	Staff supplied with two-way radios to call for assistance and report lost children Staff trained to reassure lost children and procedures to follow in event of lost children FOH PA system available to make announcements that children / pupils have been found unaccompanied and for parent / teacher / guardian to report to Duty Manager to collect child	Severity 1 x Likelihood 2 = 2 Low	No FOH staff to be left alone with a pupil. School staff to remain with their pupils at all times.
8. Obstruction to staff and pupils leaving the building in case of emergency	Pupils FOH staff	Severity 8 x Likelihood 1 = 8 Low	Exit corridors and staircases walked each day by Duty Manager to remove any trip hazards and obstructions to walkways. FOH staff fully trained in evacuation procedures.	Severity 8 x Likelihood 1 = 8 Low	School staff to remain with their pupils at all times.
9. Fire or Suspect package in building	Pupils FOH staff	Severity 10 x Likelihood 1 = 10 Low	FOH staff fully trained in evacuation procedures. Fire extinguishers provided in key locations in building – FOH staff trained in use of fire extinguishers	Severity 10 x Likelihood 1 = 10 Low	School staff to remain with their pupils at all times.

10. Trips or falls due to bad housekeeping, damaged floors, stairs or doors	Pupils FOH staff	Severity 4 x Likelihood 2 = 8 Low	Daily cleaning of all backstage, front of house and auditorium areas - any issues reported to FOH Manager for correction. FOH staff to inform Duty Manager if any defects or issues are identified First aid kits and ice-packs on premises to deal with injuries Duty Managers have received basic first-aid training course	Severity 4 x Likelihood 1 = 4 Low	School staff to remain with their pupils at all times.
11. Children going up on stage during performance	Pupils, staff from school	Severity 4 x Likelihood 2 = 8 Low	FOH staff trained to stop children jumping up on stage FOH staff trained to stop members of public taking photographs inside auditorium	Severity 4 x Likelihood 1 = 4 Low	School staff to ask pupils to remain in their seats and not to get onto the stage
12. Accidents due to inadequate lighting or signage	Patrons FOH staff	Severity 4 x Likelihood 2 = 8 Low	All exits fitted with approved signage and emergency lighting. Exit doors and general systems inspected by fire authorities and emergency lighting batteries checked by outside electricians for necessary licences First aid kits and ice-packs on premises to deal with injuries	Severity 4 x Likelihood 1 = 4 Low	School staff to remain with their pupils at all times.
13. Reduced access to building due to mobility problems	Pupils, staff from the school	Severity 1 x Likelihood 1 = 2 Low	School Booking Organiser advised when booking to inform Theatre staff of any customers with walking difficulties. Whole building full accessible to wheelchair users. Assistance dogs welcome. Box Office staff to advise on most appropriate/best seats for particular problems for those with mobility/access problems School Booking Organiser advised when booking that there are three spaces in the theatre for wheelchair users which must be booked in advance.	Severity 1 x Likelihood 1 = 2 Low	School Booking Organiser to inform Theatre staff of any customers with walking difficulties or wheelchair users.

<p>14. Waiting a long-time to enter the auditorium</p>	<p>Pupils, staff from the school</p>	<p>Severity 1 x Likelihood 4 = 4 Low</p>	<p>School Booking Organiser advised when placing booking that main foyers only offer limited amount of seating and to time arrival of their party to approx. 30 mins prior to the start of the performance to avoid lengthy waiting time (especially important for those with mobility issues) Duty Manager and Duty Technician to open house 30 mins prior to the start of the performance if possible</p>	<p>Severity 1 x Likelihood 1 = 2 Low</p>	<p>Duty Manager to monitor the FOH areas on the day/night and open the studio if extra waiting space is needed</p>
<p>15. School bringing children to see inappropriate productions</p>	<p>Pupils, staff from the school</p>	<p>Severity 1 x Likelihood 4 = 4 Low</p>	<p>Programme Administrator and Front of House Duty Manager to obtain relevant information for forthcoming productions as far in advance as possible. Schools advised by box office of any special effects / age guidance for performance when booking tickets Relevant signage provided in foyer areas to alert public to any loud noise in auditorium Theatre brochure and website to provide detailed information of forthcoming productions and age guidance where possible</p>	<p>Severity 1 x Likelihood 1 = 2 Low</p>	<p>School Booking Organiser to check age appropriateness of audience.</p>
<p>16. Accident from merchandise purchased from Theatre</p>	<p>Pupils, staff from the school</p>	<p>Severity 2 x Likelihood 2 = 4 Low</p>	<p>All merchandise sold by the Theatre during show have the CE mark and comply fully with the requirements and standards of the relevant European health, safety and environmental protection legislation. Merchandise staff trained to show customers in correct use of merchandise products and to exchange any faulty items for fully working products Merchandise staff to inform Duty Manager if any particular product is resulting in injuries – product to removed from stock and merchandise suppliers informed.</p>	<p>Severity 2 x Likelihood 1 = 2 Low</p>	

Signature of Assessor: _____

Date: _____

Risk Rating Matrix							
		SEVERITY					
		Multiple Death 10	Single Death 8	Major Injury 6	'3 day' Injury 4	Minor Injury 2	None 1
LIKELIHOOD	Certain 10				40	20	10
	Very Likely 8				32	16	8
	Probable 6				36	24	12
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	V. Unlikely 1	10	8	6	4	2	1

Notes:

The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.

'Major Injury' shall be as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations - please see the Accident/incident reporting guidance note for further information on this.

Key to Shading		
	High	Level of risk is unacceptable
16 - 40	Medium	Level of risk may be tolerable. Seek to reduce level of risk.

1 - 12	Low	Level of risk is acceptable
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Definitions for Likelihood

Certain	10	Has happened before and is expected to happen on this occasion.
Very Likely	8	Has happened before and is very likely to happen on this occasion.
Probable	6	Has been known to occur before and is likely to happen on this occasion.
Possible	4	Has been known to occur and it may happen on this occasion.
Unlikely	2	Has been known to occur before but no reason to suggest that it will happen on this occasion.
Very Unlikely	1	Has never happened before and there are no reasons to suggest it will happen on this occasion.

