

THE HEXAGON

Queens Walk, Reading RG1 7UA

Risk Assessment for the Hexagon Theatre Schools Visit

Before your visit

- Before you come to the Hexagon, your school, club or organisation will wish to conduct its own risk assessment. Whilst the Hexagon cannot write this risk assessment for you, we will help with information that we feel relevant.
- We recommend that your group follows your own school or group's minimum staff to young people ratio.

In the auditorium

- Please remind your group that disturbances or noise, however small, can be distracting for other members of the audience, as well as the actors. Check that mobile phones, MP3 players, etc are turned off.

Young people/ Students' own Responsibilities – Code of Behaviour

It is the **Loco Parentis** responsibility to ensure that they explain our code of behaviour. We ask that you highlight the following to the **Client Group**.

- The aims and objectives of the visit
 - How to avoid specific dangers and why the **Client Group** should follow rules
 - Who is responsible for the **Client Group**?
 - Why *Health and Safety* Policies and other Practices and Procedures are in place
 - What standard of behaviour is expected from the **Client Group**?
 - What to do if one of the **Client Group** is approached by anyone outside the group
 - What to do if any member of the **Client Group** is separated from the group
 - Rendezvous and departure procedures
- Explain consuming alcohol or smoking is not permitted in under 18s. Non-compliance will result in expulsion from the premises
- Smoking is not permitted in any area of the theatre grounds with the exception of the areas outside the upper front entrance, lower foyer entrance doors and in the Mayor's Garden.

We have a dedicated House Management Team, which manages the safety of the public.

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We have a number of qualified first aiders on site. If you require any assistance, please notify a member of staff who will summon assistance. If any accidents or incidents occur at the Hexagon, even if they do not require first aid, please inform staff so we can investigate and record the incident.

The Theatre has carried out extensive Risk Assessments covering all areas of the building, and all types of activity which take place within it. These are regularly reviewed.

In our commitment to the safety of our visitors and staff we will in particular ensure the following:

- Public areas will be kept clear of trip hazards
- Materials and paint used for front of house exhibitions will be suitable for public areas
- Temporary installations or events will be risk assessed
- All electrical equipment will be PAT tested and regularly assessed
- Any productions featuring strobe or loud noise effects will carry a visible warning on or near the doors to the auditorium
- Under our licensed conditions we are not permitted to do anything that would endanger our audience and all special effects will be licensed by Reading Borough Council.

The Hexagon Theatre offers a safe environment for visitors and staff, and complies with all relevant Health & Safety regulations and legislation. The Theatre is licensed for public entertainment by Reading Borough Council, and as such is subject to regular inspections by Local Authority Officers and Royal Berkshire Fire & Rescue Service personnel. These bodies advise on minimum standards of fire protection and maximum number of people permitted to be in the building at any one time. We are also advised on the number of fire exits, fire protection systems, permitted building and scenery materials and safe evacuation of the public and staff.

In addition we have our own inspections conducted by our staff on a daily basis.

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Activity/ Equipment/ Process	Possible Injury/Harm	To Whom	L'hood	Severity			L'hood	Severity			
Fire	Personal Injury to fatality	Young people Members of the Public Staff Volunteers	2 (Low)	6 (High)	12 (Med)	<ul style="list-style-type: none"> • Full Fire Risk Assessment is periodically reviewed; required controls implemented. • Fire Alarm, Emergency Lighting, and Fire Fighting systems and equipment fully maintained. • Emergency Evacuation procedure practiced regularly by Theatre staff • Strict no smoking ban in all areas of the Theatre at all times. • All Fire Exits clearly marked & staff trained to assist visitors to evacuate the building. 	2	3	6	<p>Young people instructed to stay together and report to nominated member of school staff should evacuation be required.</p> <p>Party leader to inform event organiser of missing young people.</p>	
Emergency Evacuation	Panic leading to personal injury	Young people Members of the Public Staff Volunteers	2 (Low)	5 (High)	10 (Med)	<ul style="list-style-type: none"> • Instructions from theatre staff be strictly followed • Group leaders: Ensure no delay by the collection of personal belongings; • Be responsible for behaviour of individuals in their care. 	2	3	6		

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Activity/ Equipment/ Process	Possible Injury/Harm	To Whom	L'hood	Severity			L'hood	Severity			
Auditorium seating	Personal injury arising from misuse of seating	Young people Gen Public Staff Volunteers	2 (Low)	3 (Med)	6 (Low)	<ul style="list-style-type: none"> Proper use of seats enforced at all times by patrons. Group leaders responsible for conduct of persons in their care. Appropriate instructions and guidance given by Theatre staff. 	2	2	4		
Risk of seat collapse	Personal injury		3 (Med)	2 (Low)	6 (Low)	<ul style="list-style-type: none"> Maintenance check and log. Daily house check 	3	2	6		
Stairs	Personal injury following fall on stairs		3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> Inspection regime in place. Theatre staff act as stewards during movement around the Theatre. All persons to behave appropriately on stairs. Group leaders to be responsible for behaviour of individuals in their care. Individuals to follow any instruction given by Theatre staff. 	3	2	6		

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Activity/ Equipment/ Process	Possible Injury/Harm	To Whom	L'hood	Severity			L'hood	Severity			
Slipping / tripping / falling due to: <ul style="list-style-type: none"> • Change in levels • Stairs • Balconies 	Personal injury	Young people Members of the Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> • Follow recommended route and walkways around The Hexagon. • Agree Code of Conduct & brief young people prior to visit. To include: <ul style="list-style-type: none"> • NO RUNNING nor PUSHING • NO CLIMBING / SITTING ON HANDRAILS OR WALLS • NO LEANING OVER BALCONIES / HANDRAILS • FOLLOW SAFETY NOTICE / GUIDELINES ON DISPLAY • Area checked before and during event. • Contrasting coloured nosing to all stairs. • Handrails both sides of stairs. • Adequate lighting. 	3	2	6		
Slipping on wet floors	Personal injury	Young people Gen Public Staff Volunteers	2 (Low)	3 (Med)	6 (Low)	<ul style="list-style-type: none"> • All public areas cleaned daily. • Procedure for spillages. • Portable hazard warning signs. 	2	2	4		

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Activity/ Equipment/ Process	Possible Injury/Harm	To Whom	L'hood	Severity			L'hood	Severity			
Aggressive, or inappropriate behaviour	Personal injury to a third party Physical and psychological injury	Young people Members of the Public Staff Volunteers	2 (Low)	3 (Med)	6 (Low)	<ul style="list-style-type: none"> Each individual to behave in an orderly and considerate manner at all times whilst in the Theatre Group leaders to be responsible for behaviour of individuals in their care. Individuals to follow any instruction given by Theatre staff. All staff to be aware of the potential hazards and situations and remain vigilant. Any incidence or suspicion of personal abuse to be reported to the Duty Manager immediately. 	2	2	4	<ul style="list-style-type: none"> Close liaison with staff/ supervisors Appropriate action against anyone not complying 	Hexagon staff/ Management
Impact of groups on other patrons Unpredictable/ unexpected behaviour	Distress Personal injury	Young people Members of the Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> School Groups must have responsible adult present at all times during performances to monitor behaviour. 	3	2	6	<ul style="list-style-type: none"> Coordination of various activities, appropriate staff complement 	Management

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Activity/ Equipment/ Process	Possible Injury/Harm	To Whom	L'hood	Severity			L'hood	Severity			
Stranger Danger / Young people getting lost/ abducted/ anxious in large crowds of people	Distress Personal injury	Young people	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> The Hexagon is open to members of the public. Attendants (uniformed) to assist any children appearing to be lost. School Groups must have responsible adult present at all times to monitor and report any children missing immediately. 	3	2	6	<ul style="list-style-type: none"> Full briefing of young people Group Leaders alert at all times Frequent head counts. All staff and young people briefed on venue layout/ boundary limitations. Staff briefing on emergency action plan for missing/ lost young person. Young people told to seek help only from Theatre staff Responsible adult(s) with each school. Buddy system recommended. Adequate staff in place. Group Control. 	

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Children unable to find their Group	Distress	Young people	3 (Med)	2 (Low)	6 (Low)	<ul style="list-style-type: none"> All front of house staff in uniform and in radio contact Reception desk/foyer manned during daytime performances. Box Office computer system able to identify where people are sitting. 	3	2	6	Staff to be alert and identify potential problem situations before they escalate	
Unsupervised children	Distress; Kidnapping	Young people Gen Public Staff Volunteers	3 (Med)	2 (Low)	6 (Low)	<ul style="list-style-type: none"> Responsibility for behaviour rests with Group Leader. 	3	2	6		
Traffic	Personal injury	Young people Gen Public Staff Volunteers	2 (Low)	4 (Med)	8 (Med)	<ul style="list-style-type: none"> Free parking is available for coaches on the slip road of the IDR to the rear of the venue. Visiting groups should request to be dropped off in the coach bay at the Hexagon adjacent to the Stage Door. Adequate instruction & supervision required whilst escorting the group from the coach bay to the entrance to The Hexagon. 	2	3	6		

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Heights (Circle or Balcony)	<p>Personal Injury following fall from height (Circle or Balcony)</p> <p>Panic or Illness due to vertigo</p> <p>Injury from items dropped or thrown from height</p>	Young people Members of the Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> No person to lean or climb over Balcony railing. Theatre Staff to be vigilant and prevent any person attempting to climb over Balcony railing. Group leaders to be responsible for behaviour of individuals in their care. Group leaders to advise the Theatre at time of booking of any individual with a history of suffering from vertigo. Group leaders and Theatre staff to be vigilant in preventing items being deliberately or accidentally dropped or thrown from height. Individuals to follow any instruction given by Theatre staff. Barrier maintained to licensing standards. Climbing on barrier not allowed – enforced by attendants. School Groups must have responsible adult present at all times during performances to monitor behaviour. 	3	2	6	Staff to be alert to potentially dangerous behaviour and take appropriate action	

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Personal Injury from road vehicles/strangers and weather at point of drop off/pick up from coach	Personal injury	Young people Members of the Public Staff Volunteers	3 (Med)	4 (Med)	12 (Med)	<ul style="list-style-type: none"> Choose suitable drop off/pick up point. Ensure coach driver is aware of your procedure. Use reputable coach company. Plan who will do what before arrival/departure. Pre visit talk to young peoples. Suitable ratios of staff. Monitoring all young peoples. Ensure young people have suitable clothing. 	3	2	6	Staff in high visibility vests to be available and vigilant to forestall potential problems	
Injury from road vehicles whilst moving to Theatre	Personal injury	Young people Members of the Public Staff Volunteers	2 (Low)	4 (Med)	8 (Med)	<ul style="list-style-type: none"> Ensure young people use footpaths where possible. Walk as block group. Suitable supervision. 	2	2	4		
Trip hazard from steps to seating in poor lighting		Young people Members of the Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> Step edges marked with white nosing strips. Alternative lighting available. General supervision. 	3	2	6	Nosings maintained and stairs lighted	Management

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Slips, trips, falls, cuts, bruises, breaks whilst in theatre foyer from running, falling, playing etc	Personal injury	Young people Members of the Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> Theatre carries out its own Risk assessments for all public spaces. Suitable location sought to wait. Suitable ratios of staff to young people. Safety briefing by school staff. All bags etc held not left on floor. Entrances/fire exits/walkway kept clear. 	3	2	6		
Access to unauthorised areas	Distress Personal injury	Young people Members of the Public Staff Volunteers	2 (Low)	3 (Medium)	6 (Low)	<ul style="list-style-type: none"> Non-public areas protected with security doors/cameras. RBC staff to challenge anyone in non-public areas. School Groups must have responsible adult present at all times during performances to monitor whereabouts. 	2	2	4		
Risk of triggering seizures in photosensitive epileptics	Ill health Distress Personal injury	Young people Members of the Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> Notices are displayed on entrances to the Theatre warning of strobe effects. Flash rate to be 5 flashes per second or lower. 	3	2	6		

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Injury or illness whilst visiting the Theatre	Distress Personal injury	Young people Members of the Public Staff Volunteers	3 (Med)	2 (Low)	6 (Low)	<ul style="list-style-type: none"> Suitably stocked First Aid Kits are available at the Front of House Office and the Café Bar. At least one trained First Aider is available on each performance to provide immediate attention and to call an ambulance in serious cases. 	3	2	6	Staff to be vigilant and prepared to address any potential problems	
General security	Personal injury	Young people Members of the Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> CCTV system with recording facilities in place. Only ticket holders allowed into auditorium. Adequate trained uniformed ushers. Front of house staff communicate via radios. Direct contact with Police via Echo Tango Townsafe Radio System. 	3	2	6		
Risk of injury due to poor lighting	Personal injury	Young people Gen Public Staff Volunteers	3 (Med)	3 (Med)	9 (Med)	<ul style="list-style-type: none"> Additional work lights provided as and when necessary. 	3	2	6		

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Use of SMOKE Effects	Personal injury Ill health	Young people Gen Public Staff Volunteers	2 (Low)	2 (Low)	4 (Low)	<ul style="list-style-type: none"> Risk of respiratory problems, restriction of visibility. Haze to be kept to a minimum commensurate with artistic requirements. Only Haze liquid recommended by manufacturer of the unit and with COSHH data to be used. 	2	2	4		
Risk of injury from equipment overhead	Personal injury	Young people Gen Public Staff Volunteers	2 (Low)	4 (Med)	8 (Med)	<ul style="list-style-type: none"> Annual roof check and regular housekeeping. No one working in gantry during shows. Safety chains used on all lights. Regular cleaning of rubbish from this area. Housekeeping checklist Includes schedule of regular tasks. 	2	3	6		

Name of Assessor: Fiona Swell / Josh Gallie

Date: 30 Oct. 2012

Position: Theatre Manager / Hospitality Supervisor

Review Date: October 2015

Please note that while this risk assessment is relevant to the general use of the building, it may not cover specific details relating to different visiting groups. This document is therefore intended to be supplementary to risk assessments completed by the school, club or organisation visiting The Hexagon, and should in no way be used in place of these.

READING BOROUGH COUNCIL

RISK FACTOR CALCULATION SHEET

Identify a HAZARD. Decide on the chance of it happening. Use scale below.

Frequency		Risk band
1	A highly improbable occurrence (not known)	Low
2	A remotely possible (may have happened)	Low
3	An occasional occurrence (known)	Med
4	A frequent occurrence (happens)	Med
5	A frequent and regular occurrence	High
6	Almost a certainty (immediate ACTION to prevent a disaster)	High

Now decide how SEVERE the accident or illness could be. Use scale below.

Severity		Risk band
1	Negligible injuries/illness/damage	Low
2	Minor injury/illness/damage	Low
3	Major injury/illness/damage (RIDDOR?)	Med
4	Single fatality/serious illness/damage	Med
5	Multiple fatality/very serious illness	High
6	Multiple fatalities (including off site) Certain death from consequential illness	High

Frequency x Severity = Risk Rating

e.g. 3 (an occasional occurrence) x 2 (minor injury/illness/damage) = 6

RISK ASSESSMENT CALCULATION TABLE

	1	2	3	4	5	6
1	1	2	3	4	5	6
2	2	4	6	8	10	12
3	3	6	9	12	15	18
4	4	8	12	16	20	24
5	5	10	15	20	25	30
6	6	12	18	24	30	36

RISK ASSESSMENT SCORE

1 - 6	LOW RISK	Keep assessment under review
8 - 12	MEDIUM RISK	Put in place effective control measures & monitor
15 - 36	HIGH RISK	Review procedure and ensure control measures are in place and are working effectively. Consider alternative methods of work