

Theatre Visit Risk Assessment

Department: Visitor Services/ Participation		Assessment Date:
Theatre Visit	Reference:	Assessed by:
	Reference:	Review Date:

Ref	Hazard Description	Who might be harmed?	Existing Control Measures	Risk Rating	Further Action Required
1	Arriving at the theatre	Audience	Due to the campus being pedestrianised there is no dropping off or parking of coaches around the building. It is therefore the responsibility of the group to find adequate areas to disembark. Children can then safely enter the theatre from the Kings road entrance, campus entrance or the downstairs entrance.	4/10	All schools arriving should be vigilant whilst crossing roads and making their way towards the theatre.
2	Fire evacuation	audience	Ushers placed within auditorium throughout performance. Ushers responding to alarm and from Duty Managers instruction lead audience out through designated fire exits out of building and to direct audience to designated assembly points which are placed at a safe distance away from building. Duty manager to do final sweep to ensure no audience member left in building. Re entry to building from Duty Managers instruction only. ADT fire and security panel/pagers/radio and internal phone system to assist with evacuation procedure.	4/10	Clear emergency exit signage for all designated exits on both levels in stage 2



3	Accident within auditorium		Level access from designated emergency exit leading to outside of building for all wheelchair users Ushers to be alerted of incident by accompanying teacher/adult. In turn Duty Manager/Duty Technician/stage manager all 1 st aiders can attend immediately. Radio and company mobile phone can be used for call out of emergency services	3/10	
4	Children walking up external stairs & tripping or slipping on wet leaves, ice, snow etc	audience	Steps kept clear of leaves & debris. Salt & grit scattered in bad weather conditions	3/10	Monitored by Duty FOH in consultation with University grounds dept.
5	Children playing in foyer before theatre opens. Slipping/tripping	audience	Ushers and teachers monitoring. If floor is wet, children asked to keep still until we can dry it/move children into theatre	3/10	Monitoring by staff. WET FLOOR SIGN to be used.
6	Child taken ill within theatre	audience	Duty Managers Qualified First Aiders & technical staff Staff have full radio contact with staff inside the theatre.	4/10	None
7	Terrorist threat	Everyone	As above. Close liaison with University Police	1/10	Vigilance
8	Fire in building	Everyone	Staff fully trained in emergency evacuation procedure. 2 ushers. 3 fully operative fire exits. Regular fire tests.	2/10	Vigilance
			ADT fire and security panel/pagers/radio and internal phone system to assist with evacuation procedure.	2/10	Vigilance
			Level access from designated emergency exit leading to outside of building for all wheelchair users	2/10	Vigilance