

**ROYAL EXCHANGE
THEATRE
RISK ASSESSMENT**

TITLE
School Visit to Performance

REF NO. EDUC007



Hazard & Effect	Risk to whom (Es, P)	Severity rating x Likelihood = primary risk based on no controls			Control risk by	Residual risk
Fire or Serious Fire <i>Injury, serious injury, Death or Multiple Death</i>	Es, P	10	4	40	<ul style="list-style-type: none"> Ensure staff are trained in fire evacuation procedures. Ensure staff verbally direct the evacuation procedure in the event of a fire and/or fire alarm. 	8
Slips, trips, falls around the venue(s) <i>Injury, serious injury</i>	Es, P	6	4	24	<ul style="list-style-type: none"> Maintain adequate lighting at all times. Ensure that working areas and access routes are clearly marked and that hazards are visible. Ensure staff inform participants of hazards and restricted areas. 	8
First Aid Injury, Serious Injury, Death	Es, P	8	4	32	<ul style="list-style-type: none"> Ensure staff are fully aware of staff members in the building who are fully trained and qualified in First Aid at Work. Ensure staff are able to contact qualified staff directly. Ensure staff log all incidents in Incident Book at Stage Door. 	4
Safeguarding Risk	Es, P	2	4	8	<ul style="list-style-type: none"> Ensure staff and freelance practitioners are familiar with the policies and procedures of the Royal Exchange Theatre's Safeguarding Policy. Ensure all FOH Duty Managers who will come into contact with young people and vulnerable adults are DBS checked. In the event of disclosure of personal information regarding abuse or neglect ensure staff adhere to the Safeguarding Policy's guidelines on 'Staff Code of Conduct and Responding to Allegations of Abuse'. Ensure that adequate male and female toilet facilities are available and that staff verbally inform participants of their location. 	4

Supervision & Loco Parentis	Es, P	2	4	8	<ul style="list-style-type: none"> • Ensure that children and young people are supervised at all times whilst in all venues. • Ensure that children and young people are accompanied by a chaperone if they need to leave the venue(s) at any time. • Ensure children and young people have a completed consent form if they wish to leave the venue(s) unaccompanied • Ensure staff inform group leaders of the recommended supervision ratio: <i>1 adult per 6 participants aged 5-7 (Year 1-3)</i> <i>1 adult per 10 participants aged 7-11 (Years 4-6)</i> <i>1 adult per 15 participants aged 12-18 (Year 7+)</i> • Ensure group leaders explain a code of behaviour to all participants prior to any activity commencing. • Ensure group leaders conduct a head count and register on entering and leaving the venue(s). 	4
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COMPLETED BY

APPROVALS

NAME CHRIS WRIGHT	NEXT ASSESSMENT DUE	BARRY JAMES
DATE 20 June 2017	DATE ONGOING	DATE 20 June 2017

Severity	M.Death	S.Death	Major I	3day I	Minor I
	10	8	6	4	2
Likelihood					
Certain 10	100	80	60	40	20
V.Likely 8	80	64	48	32	16
Probable 6	60	48	36	24	12
Possible 4	40	32	24	16	8
Unlikely 2	20	16	12	8	4
V.Unlike 1	10	8	6	4	2

Notes:

See also **Safeguarding Policy**

Royal Exchange Theatre Public Liability Insurance

Insurance Company: Chubb European Group Ltd

Policy Number: 36025875

Expiry Date: 19 June 2018

100-48 Unacceptable
 40-32 Risk reduction necessary
 24-16 Control measures essential
 12-2 Monitor

Es – Staff, P - Participants

M.Death Multiple deaths
 S.Death Single death
 Major I Major injury as defined by RIDDOR
 3Day I Injury causing three days off work as defined by RIDDOR
 Minor I All other injuries