

**ROYAL EXCHANGE
THEATRE
RISK ASSESSMENT**

TITLE
Education: School Visit

REF NO. EDUC001



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 inform participants of fire evacuation procedure prior to commencing any activity. 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. Ensure that all workshop activities are appropriate for the participants and the venue. Ensure that any materials used are kept within a controlled area. 	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
Child Protection 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 Child Protection Policy. Ensure all staff and freelance practitioners who will come into contact with young people and vulnerable adults are CRB checked. In the event of disclosure of personal information regarding abuse or neglect ensure staff adhere to the Child Protection Policy's guidelines on 'Staff Code of Conduct and Responding to Allegations of Abuse'. In the event of documenting the activities ensure staff adhere to the Child Protection Policy's guidelines on 'Use of Photography and Video Material and Text'. Ensure that adequate male and female toilet facilities are available and that staff verbally inform participants of their location. 	4

<p>Supervision & Loco Parentis</p>	<p>Es, P</p>	<p>2</p>	<p>4</p>	<p>8</p>	<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: <ul style="list-style-type: none"> <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 the group capacity does not exceed 35 during a tour of the building and/or a practical workshop • Ensure staff and/or group leaders conduct a head count and register on entering and leaving the venue(s). • Ensure staff explain a code of behaviour to all participants prior to any activity commencing. 	<p>4</p>
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COMPLETED BY

APPROVALS

NAME CARYS WILLIAMS

NEXT ASSESSMENT DUE

DATE Sept 2021

DATE ONGOING

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

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

Notes:

See also **Safeguarding Policy and Procedures**

Royal Exchange Theatre Public Liability Insurance

Insurance Company: Erskine Murray

Policy Number: 100687429CCI

Expiry Date: 23rd June 2022