



Hazard & Effect	Risk to whom (Es, P, V)	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, V	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, V	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, V	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 on the Blue Lemon reporting module. 	4
Child Protection Risk	Es, P, V	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

Loud noise Hearing impairment	Es, P, V	3	4	12	<ul style="list-style-type: none"> • All PA and amplified sound to be controlled and levels monitored by the sound department or production manager. • Any noise from power tools to be done in areas away from the general public and operators to wear PPE where appropriate • Amplified sound tests should commence at low levels and gradually increase. • Ear plug/defender protection to be made available. • Signage to be posted around the module warning of high noise levels. 	8
Supervision & Loco Parentis	Es, P, V	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 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. 	4

COMPLETED BY
APPROVALS

NAME INGA HIRST	NEXT ASSESSMENT DUE: January 2027	
DATE JANUARY 2026	DATE ONGOING	

Severity	M.Death	S.Death	Major I	3day I	Minor I
	10	8	6	4	2
Likelihood					
Certain 10					20
V.Likely 8					16
Probable 6				24	12
Possible 4			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, V – Visitors

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 Procedure

Form Ref. RA RET

Certificate of professional indemnity Insurance

Policy number: PL-PSC04001906400/13

Name of policy holder: Royal Exchange Theatre Co. Ltd

Period of insurance: From 24/06/2026 to 23/06/2027 both days inclusive.

This policy is a Continuing cover policy

Insurer: Hiscox Insurance Company Limited