



THEATRE BY THE LAKE RISK ASSESSMENT AND ACTION PLAN

Name of assessor Hilary Rhodes		Date of assessment 26/11/2019		Reference A Christmas Carol 2019/20	
Location		Description of tasks/activities being undertaken in that area			
Theatre by the Lake		Schools visiting the theatre by coach to watch A Christmas Carol			
Who is at risk					
People at direct risk			Other people who could be affected		
Staff	x	Customers / the general public	x		
Technicians & production staff		Young persons	x		
Performers	x	Disabled or vulnerable persons	x		
Contractors		Pregnant women			
Volunteers	x	Other (please specify)			

Summary of risk							
Use the table below to assess the risks and determine the actions necessary. Note: if the risk is still classified from 16-25 when an action plan has been completed, then the hazard should be neutralised immediately by stopping the activity or making the area safe and informing the General Manager.							
SEVERITY							
LIKELIHOOD		Trivial (e.g. scratch) 1	Minor Injury (First Aid Treatment) 2	Moderate Over 3 days off work 3	Serious Major injury (Hospitalised) 4	Catastrophic (Incapacity or death) 5	
	Very unlikely	1	2	3	4	5	16-25 Cease activity with immediate action to be taken to reduce risk, add new controls and consider specialist advice
	Possible	2	4	6	8	10	10-15 Critically examine existing controls to ensure they are working, add new controls where necessary
	Likely	3	6	9	12	15	5-9 Check all existing controls to ensure they are working
	Probable	4	8	12	16	20	1-4 No further action required if controls are working
	Certain	5	10	15	20	25	

Complete this section using the indicators **S Severity** : **L Likelihood** : **RFR Risk Factor Rating** : **RRR Residual Risk Factor**

What is the hazard?	What might happen?	What control measures are in place?	With control measures already in place			Additional measures to be put in place to reduce the risk	After additional controls have been applied		
			S	L	RFR		S	L	RRR
Collision with moving car – whilst traveling across carpark there coach parking spaces are not adjacent to building with limited pedestrian only walkways	Collision Impact and associated injuries	Coaches must drop off at 'Disabled set-down point' which is clearly labelled at the top of the carpark by the theatre. If this is not achievable, a member of teaching staff will assess a clear and safe route while the children stay on the coach.	4	1	5				
Trips/Slips Entering and exiting the coach	Impact injuries and cuts	Schools are advised to use reputable coach companies with suitable vehicles. 1. Coach steps and gangways are expected to be maintained to a suitable level by the coach company's staff. 2. The route from the set-down point to the main entrance is covered, well maintained, lit when dark and regularly checked by the theatre staff for potential hazards.	3	1	3				
Traveling through the building on several levels	Slips and trips, disorientation, bruising, Muscular-Skeletal Injury	1. Handrails on all stairs. 2. Nosing and carpets checked daily for problems. 3. FOH staff are vigilant on floor hazards in public areas. If discovered, issues are dealt with as a matter of high priority. 4. Children should be asked to keep to the left when travelling up and down	3	2	6				

		stairs and through corridors and are accompanied and supervised at all times.							
Overcrowding and physical contact Congregating large numbers in the foyers and causing an obstruction to escape routes and general movement through the building	Compromise evacuation procedures, panic and crush injuries	<ol style="list-style-type: none"> 1. Schools are asked to maintain access routes when congregating in the foyer areas. The supervising leader will be advised on arrival of the routes to keep clear 2. The FOH Manager or Duty Manager will monitor the areas and encourage supervising school staff to clear routes. 3. On occasions when multiple school groups are in the building, they will be spread across multiple floors to avoid overcrowding 	3	2	6				
Trips – Bags and personal belongings causing a trip hazard	Bruising, Muscular-Skeletal Injury	<ol style="list-style-type: none"> 1. Bags to be left on the coach during the visit. If this is not possible, alternative arrangements must be made in advance via the Front of House Manager 2. TBTL accepts no responsibility for the loss of any items 	2	2	4				
Safeguarding - Using public facilities including toilets	Inappropriate contact	<ol style="list-style-type: none"> 1. Schools are advised that they are in public areas during the visit and that toilets are for use by the public. 2. The school's own staff are responsible for the safeguarding of children. 3. FOH Managers have a DBS check 	4	1	4				

<p>Slips and trips. Low light levels Auditorium lighting levels before and during the performance</p>	<p>Bruising, Muscular-Skeletal Injury</p>	<ol style="list-style-type: none"> 1. The level of the house lights is set during the technical rehearsals to a suitable level. During the performance there is minimal light in the auditorium, exits are clearly illuminated and the FOH staff have torches available. 2. Schools are advised to encourage children to use toilet facilities before the performance to minimize movement in the dark. 	3	2	6				
<p>Special Effects, use of strobe</p>	<ol style="list-style-type: none"> 1. A proportion of people with photosensitive epilepsy may be affected by strobe lighting, and the effect may also produce undesirable sensations amongst the general population if used without due regard. 2. Certain people with epilepsy and photosensitivity may suffer a seizure if exposed to flashing or strobe lighting 3. Disturbed vision leading to trips or falls. 	<ol style="list-style-type: none"> 1. Schools will be informed of special effects 2. Schools are responsible for informing parents of any special effects advertised by the theatre that may cause harm. 3. They are advised that in some cases this information may not be available when they book but TBTL will inform them as soon as they know 4. Only competent persons should be allowed to set up and operate stroboscopic lights. 5. Keep the flash rate at/or below 4 flashes per second 	2	2	4				
<p>Safeguarding / Abuse to staff Parents collecting large groups of children from the theatre after a show</p>	<p>Crush injuries, and any associated with slips and trips Psychological effect on staff</p>	<ol style="list-style-type: none"> 1. For large groups parents are asked wait outside the theatre to collect their children, for smaller groups the FOH manager 	2	2	4				

Risk Assessment Accepted			
Signature of assessor	Date	Signature of General Manager	Date
A review of this risk assessment is to be undertaken annually or more frequently if any changes occur			
Date of review November 2020		Comments	