



Risk Assessment Form

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| Name of assessor | Martyn Balson | Date | 01/09/2023 |
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| Time | n/a | Work area | All Venues |
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| Task being assessed | Public in venues (Theatre, Concert Hall, Studio & Cinema). Adults & Children inc. School Groups |
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| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Action / monitored by whom? | Action / monitored by when? |
|--|--|--|---|-------------|---|----|--|----------------------------|---|---|--|-----------------------------|
| | | | | L | C | R | | L | C | R | | |
| H - Access & egress. HE - Trips, falls, burns due to lack of knowledge of access & egress. Lost children. | Visitors – school children, teachers, chaperones and supervisors. | Trips, falls, burns due to lack of knowledge of access & egress. Lost children | Fire exits clearly displayed. All staff trained in evacuation procedures. Access & egress routes checked and cleared before each performance. | 3 | 4 | 12 | Fire alarms checked on a weekly basis. Ensure there are DBS checked staff on duty at all times to supervise lost children. | 2 | 4 | 8 | General Manager/Duty Managers | |
| H – Poor housekeeping HE – Slips & trips resulting in broken bones or serious injury. | Visitors – school children, teachers, chaperones and supervisors. Staff members | Slips & trips resulting in broken bones or serious injury. | Daily cleaning of venues. Materials stored in cupboards away from access & egress routes. | 3 | 4 | 12 | Cloakroom available for customers to store bags/ coats. Duty manager to do pre-show checks to ensure venue is clear. | 1 | 4 | 4 | General Manager/ Technical Manager / Cleaning Supervisor | |

| What is the hazard? | Who might be harmed? | How might people be harmed? | Existing risk control measures | Risk rating | | | Additional controls | New risk rating (Residual) | | | Action / monitored by whom? | Action / monitored by when? |
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| | | | | L | C | R | | L | C | R | | |
| H – Noise – Exposure to loud noises from pyrotechnics, special effects & music. HE – deterioration of hearing (temporary or permanent) | Visitors – school children, teachers, chaperones and supervisors. Staff members | Deterioration of hearing (temporary or permanent) | Music and amplification systems limited to legal limit. | 3 | 4 | 12 | Signage placed outside of venue, warning audiences of special effects. Stewards will offer the audience ear defenders or ear plugs if necessary. | 2 | 4 | 8 | General Manager/ Technical Manager | |
| H – Temperature HE – Overheating from exposure to theatre lighting. Nausea & headaches. | Visitors – school children, teachers, chaperones and supervisors. Staff members | Overheating from exposure to theatre lighting. Nausea & headaches. | Venues temperatures are control by a BMS system which are monitored by the duty manager daily. | 4 | 3 | 12 | Air con unit fitted to Concert hall to cool venue. Humidifier installed | 3 | 3 | 9 | General Manager/ Duty Managers / Building & Maintenance Manager | |

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| Review date | 31/08/2024 | Signature | M.Balson |
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