



Risk Assessment Form

Name of assessor	Martyn Balson (Head of Operations)	Date	01/10/2025
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Time	n/a	Work area	All Venues
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Task being assessed	Public in venues (Theatre, Concert Hall, Sherling 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?
				PRB	IMP	OUT		PRB	IMP	OUT		
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	2	6	Fire alarms checked on a weekly basis. Ensure there are DBS checked staff on duty at all times to supervise lost children.	2	3	6	Head of Operations/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	2	6	Cloakroom available for customers to store bags/ coats. Duty manager to do pre-show checks to ensure venue is clear.	2	2	4	Head of Operations/ Technical Manager / Cleaning Supervisor	

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				PRB	IMP	OUT		PRB	IMP	OUT		
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.	2	2	4	Signage placed outside of venue, warning audiences of special effects. Stewards will offer the audience ear defenders or ear plugs if necessary.	1	2	2	Head of Operations/ 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.	1	2	2					Head of Operations/ Duty Managers / Building & Maintenance Manager	

Review date	30/09/2026	Signature	M.Balson
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