Risk Assessment Form

Name of assessor	Martyn Balson (Head of Operations)	Date	01/09/2026

Time	n/a	Work area	All Venues

Task being assessed	Public in venues (Theatre, Concert Hall, Sherling Studio, Cinema & Function Rooms). Adults & Children inc. School Groups

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	2	2	4	Head of Operations/ Technical Manager / Cleaning Supervisor	

							to ensure venue is clear.					
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 – 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	30/09/2027	Signature	M.Balson