

**Risk Assessment - CVMHLEA0101**  
**Guided Tour of the City Varieties - City Varieties Music Hall**

<b>Theatre</b>	City Varieties Music Hall	<b>Title</b>	Guided Tour of the City Varieties
RA Reference No	CVMHLEA0101	Review	12 Months
Date of RA /Review	02/12/2019	Next Review	02/12/2020
Assessor / Reviewer	rachel.lythe	Activity	Guided tour of the City Varieties (inc educational groups, groups of young people, members of the public)

<b>People at Risk (Estimated numbers of people at risk)</b>				
Employees	1-5	Contractors	1-5	Any other relevant information
Visitors	0	Members of the Public	1-49	
Production Staff	0	Others	0	

Risk Assessment - CVMHLEA0101  
 Guided Tour of the City Varieties - City Varieties Music Hall

Hazard	Risk	Control Measures	Risk Rating (RR) L x S = RR			Actions / Next Steps	Revised RR L x S = RR		
			L	S	RR		L	S	RR
Auditorium: Slips, trips or falls on steps, fingers caught in folding chairs, uneven floor, dizziness and slips, trips and falls in other seated areas	•Strains, bruising tissue, cuts, broken bones.	- Appropriate number of adults to supervise participants - Participants given the option to not go onto the balcony and instead remain with a member of staff • Learning Team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to young people and visitors. Learning Team to make young people aware of steps and make aware of folding seats	3	3	9		3	3	9
Backstage: Trapping fingers/bodies in doors, slips, trips and falls over cables, lights, props, costumes, quick change area, sets on floor, equipment in store	•Strains, bruising tissue, cuts, broken bones	Appropriate number of staff to supervise Learning Team to do a dynamic risk assessment prior to the tour and to identify and remove where possible any hazards on the tour route Learning Team to ensure Technical Team aware of tour taking place Learning Team to highlight any hazards to avoid	3	3	9		3	3	9
Bars: Tripping on uneven floor, bumping into tables, chairs, side boards, trapping fingers in doors, consuming alcohol	•Strains, bruising tissue, cuts, broken bones; intoxication; theft	Learning Team to highlight hazards Participants to be supervised at all times young people not to be allowed behind the bar	3	3	9		3	3	9

Risk Assessment - CVMHLEA0101  
 Guided Tour of the City Varieties - City Varieties Music Hall

Hazard	Risk	Control Measures	Risk Rating (RR) L x S = RR			Actions / Next Steps	Revised RR L x S = RR		
			L	S	RR		L	S	RR
Circle level backstage access bridge: Slips, trips or falls, trapping fingers/bodies in doors, uneven steps, low level lighting, bumped heads on low ceiling as cross bridge	•Strains, bruising tissue, cuts, broken bones	Appropriate number of staff to supervise Learning Team to do a dynamic risk assessment prior to the tour and to identify and remove where possible any hazards on the tour route Learning Team to ensure Technical Team aware of tour taking place Learning Team to highlight any hazards to avoid Learning Team to remind group of potential hazards before going backstage and again when leaving stage	3	3	9		3	3	9
Entering the theatre, walking between venues Road traffic, Participants getting lost	distress leading to panic attacks, broken bones	- Appropriate number of adults to supervise participants - Group leaders to supervise young people walking along Briggate between theatress - Minibus or group transport to pull up in an appropriate place close to the theatre. - Travel between venues assisted by an additional adult to group leader Group to be led via traffic lights and pedestrian crossings where possible	2	3	6		2	3	6

Risk Assessment - CVMHLEA0101  
 Guided Tour of the City Varieties - City Varieties Music Hall

Hazard	Risk	Control Measures	Risk Rating (RR) L x S = RR			Actions / Next Steps	Revised RR L x S = RR		
			L	S	RR		L	S	RR
Fire Evacuation An evacuation due to the sounding of the fire alarm	Injuries from panicking participants evacuating the building, burns, smoke inhalation	- If an evacuation is needed the Learning Team will calmly lead the group safely out of the building by an appropriate exit - Limit tour numbers to an appropriate size • All Learning Team staff receive a Health and Safety induction. All volunteers and freelancers trained in evacuation procedures. • Evacuation roles confirmed at the beginning of each session (depending on needs of the group) • Personal Emergency Evacuation Procedures (PEEPs) are created for any vulnerable member/staff and shared appropriately. Access needs identified prior to visit and confirmed on arrival to ensure evac procedures for the group are suitable Appropriate number of staff to supervise Head count to be taken at the beginning and end of the tour/workshop Learning Team to be in radio contact with other staff eg Tech, Learning Team, the office in case of emergency Learning Team to do a dynamic risk assessment prior to the tour and to identify and remove where possible any hazards on the tour route	3	3	9				

Risk Assessment - CVMHLEA0101  
 Guided Tour of the City Varieties - City Varieties Music Hall

Hazard	Risk	Control Measures	Risk Rating (RR) L x S = RR			Actions / Next Steps	Revised RR L x S = RR		
			L	S	RR		L	S	RR
		Learning Team to ensure Technical Team aware of tour taking place Learning Team to highlight any hazards to avoid Sledges and evac chairs available throughout the building and Learning Team trained on how to operate							
Injury due to cabling, objects on the floor, leads from vacuum cleaners	•Strains, bruising tissue, cuts, broken bones.	Learning Team to do a dynamic risk assessment of tour route prior to tour and to alert housekeepers of tour times Learning Team to highlight obstacles (cables in the wings, props, costumes, lights on the floor, protruding sets)	3	3	9		3	3	9
Lift: Slips, trips and falls, trapping fingers in doors, becoming trapped in lift, separated from group, vertigo/distress from glass lift	•Strains, bruising tissue, cuts, broken bones. Distress leading to panic attacks	- Participants given option to use stairs instead of lift, accompanied by member of staff Learning Team to highlight hazards Young people to be accompanied when using the lift	3	3	9		3	3	9
Lost member of group	Distress leading to panic attack	- Group to be escorted from minibus into the theatre by teacher/group leader - Group to be informed of meeting point on arrival at City Varieties - Participants counted in and out of the building - Participants to be supervised at all times	2	2	4		2	2	4

Risk Assessment - CVMHLEA0101  
 Guided Tour of the City Varieties - City Varieties Music Hall

			Risk Rating (RR) L x S = RR			Revised RR L x S = RR			
Hazard	Risk	Control Measures	L	S	RR	Actions / Next Steps	L	S	RR
Safeguarding: Toilets: enclosed / isolated areas	•Risk of physical, sexual, emotional abuse. •Risk of accusations of abuse.	<ul style="list-style-type: none"> <li>• Safeguarding policy and procedures to be reviewed every year in line with company policy. Learning Team attend regular refresher training and in-house refresher training every 6 months. Learning Team, freelancers and volunteers are DBS checked every 3 years.</li> </ul> <hr/> Learning Team to ensure the toilets are clear of people before young people/ vulnerable adults use them <hr/> No adults to use toilets at same time as young people, where appropriate for extended visits designated toilets for young people to be identified and signs placed on the doors <hr/> Young People to meet with Learning Team in the corridors outside the toilets	2	4	8		2	4	8

Risk Assessment - CVMHLEA0101  
 Guided Tour of the City Varieties - City Varieties Music Hall

Hazard	Risk	Control Measures	Risk Rating (RR) L x S = RR			Actions / Next Steps	Revised RR L x S = RR		
			L	S	RR		L	S	RR
Slips trips and falls: steep steps front of house, steps backstage, uneven floor level on stage, auditorium seating, corridors	•Strains, bruising tissue, cuts, broken bones.	- Group to stay together - Learning team to highlight places/activities where extra care is needed • Learning Team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to members and volunteers. Appropriate number of staff to supervise the group at all times. First Aider on site Learning Team to check lights on the tour route are turned on Learning Team to do a dynamic risk assessment before the tour to check route is clear of hazards	3	3	9		3	3	9
Stage: Slips, trips or falls on raked floor or into scenery, props and equipment in the wings and on stage. Falling off stage into auditorium, low lighting	•Strains, bruising tissue, cuts, broken bones	Appropriate number of staff to supervise Learning Team to do a dynamic risk assessment prior to the tour and to identify and remove where possible any hazards on the tour route Learning Team to ensure Technical Team aware of tour taking place Learning Team to highlight any hazards to avoid	3	3	9		3	3	9