

Risk Assessment

Workshop in Learning Suite and Studio

Venue Name	Leeds Grand Theatre		
Department	Learning	Category	Learning
RA reference	LGTLEA0095	Review	12 months
Date of RA/review	18/03/2020	Next Review	18/03/2021
Assessor/Reviewer	james.whittle		
People at Risk (Estimated numbers of people at risk)			
Employees	50+	Contractors	1-5
Visitors	50+	Members of the Public	50 - 249
Production Staff	0	Others	0
Client Employees	0		
Activity			
Staff, freelancers, volunteers and participants taking part in creative workshops, meetings and training			
Any other relevant information			
Up to 60 young people in our Youth Theatre access the Learning Suite and Studio on a weekly basis (generally in smaller group sizes of 20); regular group sizes of 15-35 for school groups.			

Hazards

Hazard	Risk	What control measures are currently in place	Risk Rating (RR) L x S = RR			Actions / Next Steps (If nothing extra is required, please write "Nothing Required" in Further control column)	Revised RR (RR) L x S = RR		
			L	S	RR		L	S	RR
Corridors and stairs: Slips, trips and falls	Torn muscle, sprains and strains, cuts	<ol style="list-style-type: none"> 1. Hand rail provided on stairs Corridors and stairs are well lit and lighting checked regularly 2. Appropriate number of staff to supervise young people 3. Learning Team to highlight to visitors areas where particular care is needed 4. Learning Team to give clear instructions of safety and behaviour standards expected 5. Visual checks to take place prior to workshops sessions to remove any obstructions and report any damage that may cause a risk 6. Communication - Radio Contact 	3	2	6				

Electrical equipment (laptops, interactive whiteboard, lights, fans) not maintained or faulty	Electrocution – burns or death	<ol style="list-style-type: none"> 1. Area and equipment covered by Portable Appliance (PAT) Testing 2. Visual checks of equipment take place on each use 	3	5	15	<ol style="list-style-type: none"> 1. Annually review equipment used and plan for updates/replacements where needed 	2	5	10
Electronic equipment (laptops, fan, speaker, projector, screen, plug points) not maintained or faulty	Electrocution, burn, shock	<ol style="list-style-type: none"> 1. All Learning Team receive health and safety induction 2. Appropriate number of staff to supervise any activity at all times. 3. First Aid boxes located in Learning Suite and Grand Studio. 4. Communication - Radio Contact 5. Area and equipment covered by Portable Appliance (PAT) Testing 6. Equipment checked visually by Learning Team staff before use. 7. Learning Team give clear instructions on how to use equipment and on the behavioural standards expected. 	2	5	10				
Fire Evacuation: an evacuation due to the sounding of the fire alarm.	Injuries from panicking young people evacuating the building; burns; smoke inhalation	<ol style="list-style-type: none"> 1. A register will be taken by the Learning Team at the beginning of the session. If the alarm is sounded, they will escort members out of the building by the nearest exit. They will take a register again once outside the building. 2. All Learning Team staff receive a Health and Safety induction. All volunteers and freelancers trained in evacuation procedures. 3. Personal Emergency Evacuation Procedures (PEEPs) are created for any vulnerable member/staff and shared appropriately. 4. An Evac Chair is provided for members with low mobility. All Learning Team and freelancers are trained to use the chair regularly. 5. All staff and volunteers receive regular refresher training. 6. Key evacuation roles to be confirmed at the beginning of each session (depending on needs of each group). 7. Learning Team to do dynamic risk assessment of evacuation routes prior to each session to ensure 	3	2	6				

		<p>they are clear.</p> <ol style="list-style-type: none"> 8. Appropriate / necessary signage displayed 9. Communication - Radio Contact 10. Until further notice, the third fire exit to Bottom Yard is out of use as the gate to the bottom yard is now going to be locked during none show hours. 							
Ingestion, inhalation, absorption of COSHH substances eg paints, glue	Poisoning, tissue damage, respiratory damage	<ol style="list-style-type: none"> 1. COSHH sign displayed on storage cupboard identifying the paint and glue stored there with appropriate COSHH control sheets 2. Paints and glues kept locked in storage cupboard and only used with supervision 3. Use of paints and glue to be used in suitably ventilated areas 	1	5	5				
Kitchen kettle, boiler, microwave, fridge	Burns, electrocution	<ol style="list-style-type: none"> 1. Appropriate staff supervision of all young people accessing the space 	2	5	10				
Manual handling; moving of tables, chairs and other large resources. Staff lifting heavy items using poor lifting techniques.	Torn muscle, sprains and strains, crushed or cut fingers in hinge mechanism.	<ol style="list-style-type: none"> 1. Manual handling training provided to all team members and the team aware of individual limitations and capacities 2. Experienced staff aware of need to communicate and to have 2 staff working together to lift and move 3. Annual audit of training records 	2	4	8				
Moving around in space, costumes, boxes, props and resources in space, tables and chairs: Slips, trips and falls	Torn muscle, sprains and strains, cuts	<ol style="list-style-type: none"> 1. Learning Team to highlight areas where particular care is needed and give clear instructions of safety and behaviour standards expected 2. Learning Suite and Studio to be kept as clear as possible; boxes, resources, tables and chairs (when not in use) to be stacked neatly and safely at edges of room 3. Visual check prior to session to move hazardous obstructions or set/props from workshop area where possible or to advise visitors of the hazard and supervise where it is not possible to move 4. Learning Team to highlight to visitors areas where particular care is needed 5. Learning Team to give clear instructions of safety and behaviour standards expected 	2	2	4	<ol style="list-style-type: none"> 1. Annual sort through of resources and materials stored in Learning Suite 	2	2	4

		<ul style="list-style-type: none"> 6. Training - Manual Handling 7. Appropriate number of staff to supervise young people 							
Storage of costumes and resources: Slips trips and falls	Torn muscle, sprains and strains, cuts, bruising tissue, broken bones	<ul style="list-style-type: none"> 1. Training - Manual Handling 2. Items kept in secure storage: costumes on rails and hangers; props in cupboards/boxes 3. Items returned to storage location after use, supervised by Learning Team 4. Items usage monitored at all times by Learning Team 5. Appropriate number of staff to supervise activity 	3	3	9	<ul style="list-style-type: none"> 1. Items on floor in Learning Suite/Annex to be filed/moved into or onto secure storage in Suite/Annex/elsewhere. 	3	3	9
Toilets (mixed use, adults and children) & enclosed/isolated areas	Child protection risk - physical, emotional and/or sexual abuse & risk of accusation of abuse	<ul style="list-style-type: none"> 1. When young people using learning suite or studio, toilets to be designated for sole use of under 18s 2. Learning Team to ensure signage is in place ahead of young people arriving 3. Young people to inform learning team when going to the toilet 4. Learning team and regular freelancers are DBS checked 5. Safeguarding policy and procedures in place and reviewed every year in line with company policy 6. Learning Team attend regular safeguarding refresher briefings and in-depth team discussions to review in practice 	2	4	8				
Water cooler spillages: Slips, trips and falls	Torn muscle, sprains and strains, cuts	<ul style="list-style-type: none"> 1. Appropriate staff supervision of all young people accessing the space 2. Any spillages cleaned up immediately 	3	2	6				
Workshop Activities: Slips, trips and falls or injury due to contact with objects/people	Torn muscle, sprains and strains, cuts, bruising tissue	<ul style="list-style-type: none"> 1. All Learning Team receive health and safety induction 2. Appropriate number of staff to supervise any activity at all times. 3. First Aid boxes located in Learning Suite and Grand Studio. 	3	2	6				