

Risk Assessment - LGTLEA0105  
 Guided Tour of Leeds Grand Theatre - Leeds Grand Theatre

<b>Theatre</b>	Leeds Grand Theatre	<b>Title</b>	Guided Tour of Leeds Grand Theatre
RA Reference No	LGTLEA0105	Review	12 Months
Date of RA /Review	09/12/2019	Next Review	09/12/2020
Assessor / Reviewer	rachel.lythe	Activity	Guided tour of Leeds Grand Theatre (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	

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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, falling into orchestra pit, 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/upper 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 pass door, slips, trips and falls over cables, lights, props, costumes, quick change area, sets on floor, equipment in store or scenery 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	3	3	9		3	3	9

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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	- 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 young people not to be allowed behind the bar	3	3	9		3	3	9
Corridors and stairs: Slips, trips and falls	•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 highlight any hazards to avoid	3	3	9		3	3	9

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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 theatres - 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
Fly Floor: Slips, trips or falls on uneven floor, over cables and ropes and bumping into overhanging equipment, fall over balcony	•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 participants do not to climb onto balcony, barrier in place to prevent falling Learning Team to highlight any hazards to avoid Learning Team to lead the group onto the fly floor with a teacher or additional staff member to follow group Tour group size to be limited on fly floor depending on hazards/obstacles	3	3	9		3	3	9

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Foyer: Slips, trips and falls on steps, trapping fingers in doors	•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
Injury due to cabling, objects on the floor	•Strains, bruising tissue, cuts, broken bones	- Dynamic risk assessment to take place prior to visit Staff to highlight hazards and obstacles (cables in the wings, props, costumes, lights on the floor, protruding sets)	3	3	9		3	3	9

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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 Leeds Grand Theatre - Participants counted in and out of the building - Participants to be supervised at all times	2	2	4		2	2	4
Paint Frame: Slips, trips and falls on uneven floor, over equipment stored on floor, hole near paint frame	•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 highlight any hazards to avoid Tour group sizes to be limited to 30	3	3	9		3	3	9

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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 that 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

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Slips trips and falls: steps, backstage and scenery bridge, uneven floor level on stage and fly floor, auditorium seating, dizziness, corridors. Steps down to and in the learning suite, bumping into tables, chairs, storage unit, flip chart, trapping fingers in doors, walking into mirror	•Strains, bruising tissue, cuts, broken bones.	<ul style="list-style-type: none"> <li>- Appropriate number of adults to supervise participants</li> <li>- Participants given the option to not go onto the balcony and instead remain with a member of staff</li> <li>• Learning Team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to young people and visitors.</li> <li>First Aider available on site</li> <li>Learning Team to make young people aware of steps and make aware of folding seats</li> </ul>	3	3	9		3	3	9



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Stalls corridor: Trapping fingers in doors, knocking other people with the swing doors, tripping on sloping floor and door stops	•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
Wardrobe: Electrical equipment such as steamers, irons	Burns, electrocution	Learning Team to do a dynamic risk assessment prior to the tour and to identify and remove where possible any hazards Learning Team to highlight any hazards to avoid	2	4	8		2	4	8