

## Risk Assessment: Leeds Grand Theatre Tour

Hazard	Effect and who will be affected	Risk rating	Control	Responsibility	Residual risk rating
Slips trips and falls: steps, backstage and scenery bridge, uneven floor level on stage and fly floor, auditorium seating, corridors	Injury bruising tissue broken bones  Young people, staff	3A	<ul style="list-style-type: none"> <li>- Rules and expectations of behavior to be explained by Learning Officer (RM) prior to tour</li> <li>- Appropriate number of staff to supervise young people</li> <li>- Group to stay together</li> <li>- Learning Officer to highlight places where extra care is needed</li> <li>- Ensure tour areas are well lit</li> <li>- First Aider to be available on site</li> </ul>	Rachel Moyise  Accompanying Teachers/group leaders	3C
Lost member of group	Distress leading to panic attack  Young people	2B	<ul style="list-style-type: none"> <li>- Group to decide and be informed of meeting point on arrival at the Theatre</li> <li>- Young people to be supervised at all times</li> <li>- Group to be escorted from minibus into the theatre by teacher/group leader</li> <li>- Learning Officer to remain contactable via radio for the duration of the tour</li> <li>- Young people counted in and out of the building</li> </ul>	Rachel Moyise  Accompanying Teachers/group leader	2C
Injury due to cabling, objects on the floor	Injury bruising tissue broken bones  Young people, staff	3A	<ul style="list-style-type: none"> <li>- Learning Officer to walk through and check tour route prior to young people arriving</li> <li>- Learning Officer to highlight obstacles (cables in the wings, props, costumes, lights on the floor, protruding sets)</li> </ul>	Rachel Moyise  Accompanying Teachers/group leader	3C
Road traffic on entering and leaving the Theatre	Broken Bones, run over  Young People	1B	<ul style="list-style-type: none"> <li>- Minibus to pull up directly outside the theatre if the young people are able to exit from the right hand side of the vehicle. Alternatively minibus to pull up directly opposite the theatre, teacher/group leader to escort young people across the road using the traffic light crossing.</li> </ul>	Accompanying Teachers/group leader	1C

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Refreshments	Allergic reaction  Young People  Staff	2B	<ul style="list-style-type: none"> <li>- No small nuts etc that cause choking or allergic reaction</li> <li>- Teachers/group leader to be aware of any allergic reactions to refreshments and inform Learning Officer beforehand.</li> </ul>	Rachel Moyise  Accompanying Teachers/group leader	2D
<b>Foyer:</b> Slips, trips and falls on steps, trapping fingers in doors	Injury bruising tissue broken bones  Young people, staff	3A	<ul style="list-style-type: none"> <li>- Teacher/group leader to supervise young people whilst entering the Theatre, make them aware of appropriate behaviour before entering the building</li> <li>- Learning Officer to open foyer doors and close once young people are inside</li> </ul>	Rachel Moyise  Accompanying Teachers/group leader	3C
<b>Stalls corridor:</b> Trapping fingers in doors, knocking other people with the swing doors, tripping on sloping floor and door stops	Injury bruising tissue broken bones  Young people, staff	3A	<ul style="list-style-type: none"> <li>- Learning Officer to explain expectations of appropriate behaviour</li> <li>- Doors to be held open, young people made aware that they can swing back</li> <li>- Learning Officer to highlight hazards</li> </ul>	Rachel Moyise  Accompanying Teachers/group leader	3C
<b>Bars:</b> Tripping on uneven floor, bumping into tables, chairs, side boards, trapping fingers in doors, consuming alcohol	Injury bruising tissue broken bones, intoxication  Young people, staff	3A	<ul style="list-style-type: none"> <li>- Young People to be supervised at all times</li> <li>- Young People not allowed behind the bar</li> <li>- Learning Officer to highlight hazards</li> </ul>	Rachel Moyise  Accompanying Teachers/group leader	3C
<b>Toilets:</b> Child Protection	Physical abuse  Young People	2A	<ul style="list-style-type: none"> <li>- Learning Officer to ensure the toilets are clear of people before young people use them</li> <li>- No adult is to use the toilets at the same time as the young people</li> <li>- Young People to meet group in corridor directly outside toilets</li> <li>- Learning Officer CRB checked</li> </ul>	Rachel Moyise  Accompanying Teachers/group leader	2D
<b>Auditorium:</b> Slips, trips or falls on	Injury bruising tissue broken bones	3B	<ul style="list-style-type: none"> <li>- Learning Officer to make young people aware of steps and make aware of</li> </ul>	Rachel Moyise	3C

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steps, fingers caught in folding chairs, falling into orchestra pit, dizziness and slips, trips and falls in other seated areas	Young people, staff		folding seats - Appropriate number of adults to supervise - Young people made aware of appropriate behavior - Young People given the option to not go onto the upper balcony and instead remain with a member of staff	Accompanying Teachers/group leader	
<b>Backstage:</b> 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	Injury bruising tissue broken bones  Young people, staff	3A	- Learning Officer to check tour route prior to visit to remove any unnecessary obstacles - Learning Officer to highlight hazards to avoid on tour - Appropriate number of staff to supervise	Rachel Moyise  Accompanying Teachers/group leader	3C
<b>Corridors and stairs:</b> Slips, trips and falls	Injury bruising tissue broken bones  Young people, staff	3A	- Appropriate number of staff to supervise - Learning Officer to led the group, teacher/group leader to following behind the group	Rachel Moyise  Accompanying Teachers/group leader	3C
<b>Wardrobe:</b> Electrical equipment such as steamers, irons	Burns  Young people, staff	2B	- Learning Officer to check the room before leading the group in - Young People made aware of hazards to avoid	Rachel Moyise  Accompanying Teachers/group leader	2C
<b>Paint Frame:</b> Slips, trips and falls on uneven floor, over equipment stored on floor, hole near paint frame	Injury bruising tissue broken bones  Young people, staff	3A	- Learning Officer to advise young people of hazards to avoid - Appropriate number of staff to supervise	Rachel Moyise  Accompanying teacher/group leader	3C
<b>Fly Floor:</b> Slips, trips or falls on	Injury bruising tissue broken bones	3A	- Learning Officer to advise of the hazards to avoid	Rachel Moyise	3C

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uneven floor, over cables and ropes and bumping into overhanging equipment, fall over balcony	Young people, staff		<ul style="list-style-type: none"> <li>- Learning Officer to lead the group onto the fly floor followed by a teacher at the back of the group</li> <li>- Ensure young People do not to climb onto balcony, barrier in place to prevent falling</li> </ul>	Accompanying Teachers/group leader	
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## Risk Rating Matrix

Risk Rating matrix	Likelihood			
	Probable (A)	Possible (B)	Remote/Unlikely (C)	Improbable/Negligible (D)
<b>Fatal injuries (1)</b>	High (1A)	High (1B)	Medium (1C)	Low (1D)
<b>Major injuries (2)</b>	High (2A)	High (2B)	Medium (2C)	Low (2D)
<b>Minor injuries (3)</b>	Medium (3A)	Medium (3B)	Low (3C)	Low (3D)
<b>Negligible injuries (4)</b>	Low (4A)	Low (4B)	Low (4C)	Low (4D)