

Department RA Reference	Office Working SCH001/23	Title Review	Generic Schools and Groups Risk Assessment 2023 Annually unless significant changes						
Date of RA	January 2023	Type of Business	Theatre Performances & Activities incl. Backstage Tours and Workshops for Schools and Educational Groups						
Assessor	Shaun Gorringe								
<b>Key:</b> P – Public E – Employee C – Contractor V – Visiting Companies		Any other relevant information							
Employees working in the theatre offices (incl. Box Office)									
Hazard	Risk	Who may be harmed	Risk Rating L x S = RR			Actions/ Next Steps (if no further action needed write NFA)	Risk Rating L x S = RR		
			L	S	RR		L	S	RR
Slips, trips and falls	Could suffer injury e.g. sprains and fractures if they trip and fall as a result of: ☐ Obstructions, trailing cables, spillages, worn or raised floor coverings etc on walkways. ☐ Poor office layout and storage arrangements resulting in insufficient circulation space.	P, E, C, V	4	3	12	<ul style="list-style-type: none"><li>• Maintain adequate lighting at all times.</li><li>• Ensure that working areas and access routes are clearly marked and that hazards are visible.</li><li>• Ensure staff inform participants of hazards and restricted areas.</li><li>• Ensure that all workshops are appropriate for the participants and the venue.</li><li>• Daily cleaning of all areas, including FOH spaces and backstage areas. Any issues reported immediately to Stage Door/ Duty Manager</li><li>• Access to remain restricted to all backstage areas unless cleared by Duty Technician, Stage Manager or Duty Manager.</li><li>• Information about the building is available to groups prior to visit.</li><li>• Pre-Visit tours can be arranged through <a href="mailto:reception@blackpoolgrand.co.uk">reception@blackpoolgrand.co.uk</a></li><li>• Organisers must ensure that children and young people are supervised at all times whilst in the venue.</li></ul>	2	1	2
Supervision and Loco Parentis	Potential for injuries due to slips tris and falls. Safeguarding hazards as children and vulnerable	P, E	2	4	8	<ul style="list-style-type: none"><li>• Organisers must ensure that children and young people are supervised at all times whilst in the venues.</li></ul>	1	1	1

THE GRAND THEATRE, 33 Church Street, Blackpool, Lancashire FY1 1HT

Administration 01253 290111 Box Office 01253 290190 Group Sales 01253 743232

Website [www.blackpoolgrand.co.uk](http://www.blackpoolgrand.co.uk) Email [geninfo@blackpoolgrand.co.uk](mailto:geninfo@blackpoolgrand.co.uk)

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	adults mix with members of the general public.					<ul style="list-style-type: none"> <li>Organisers must ensure that children and young people are accompanied by a chaperone if they need to leave the venue(s) at any time.</li> <li>Organisers must ensure the children and young people have a completed consent form if they wish to leave the venue(s) unaccompanied.</li> <li>The theatre recommends a supervision ratio:  <i>1 adult per 6 participants aged 5-7 (Year 1-3)</i>  <i>1 adult per 10 participants aged 7-11 (Year 4-6)</i>  <i>1 adult per 15 participants aged 12-18 (Year 7+)</i> </li> <li>Ensure the group capacity does not exceed 35 during a tour of the building and/or a practical workshop.</li> <li>Ensure all staff and/or group leaders conduct a head count and register on entering and leaving the venue(s)</li> <li>Ensure staff explain a code of behaviour to all participants prior to any activity commencing</li> </ul>			
Child Protection Risk	The potential for an increase in the likelihood of experiencing or perpetration of child abuse and neglect	P, E, V, C	2	4	8	<ul style="list-style-type: none"> <li>Ensure all staff and freelance practitioners are familiar with the policies and procedures of the Blackpool Grand Theatre's Child Protection Policy.</li> <li>Ensure all staff and freelance practitioners who will come into contact with young people and vulnerable adults are CRB checked.</li> <li>In the event of disclosure of personal information regarding abuse or neglect ensure staff adhere to the Child Protection Policy's guidelines on 'Staff Code of Conduct and Responding to Allegations of Abuse'.</li> <li>In the event of documenting the activities ensure staff adhere to the Child Protection Policy's guidelines on 'Use of Photography and Video Material and Text'.</li> <li>Ensure that male and female toilet facilities are available and that staff verbally inform participants of their location.</li> </ul>	1	1	1
First Aid	Potential injuries when to visitors requiring first aid treatment from theatre employees.	P, E, V, C	6	4	24	<ul style="list-style-type: none"> <li>Ensure employees are fully aware of staff members in the building who are fully trained and qualified in first aid at work.</li> <li>Ensure staff are able to contact qualified staff directly</li> </ul>	1	1	1

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	Safeguarding considerations when our employees perform first aid.					<ul style="list-style-type: none"> <li>Ensure staff log all incidents in the Incident Book at Stage Door.</li> <li>Prior to any performance a pre-show briefing takes place and any first aiders on duty are pointed out to the whole team.</li> <li>Suitable and sufficient signage is in place around the premises detailing who is a first aider and how they may be contacted.</li> <li>Should a member of a visiting group require first aid every effort must be made to ensure that a chaperone, from the visiting group, accompanies theatre employees when performing first aid – unless in a major incident when this is not practical</li> </ul>			
Children going on stage during a performance	May fall when moving from auditorium to stage (using treads)	P, E, V	2	4	8	<ul style="list-style-type: none"> <li>FOH Staff to assist person going onto and off stage.</li> <li>Should a member of a visiting group require first aid every effort must be made to ensure that a chaperone, from the visiting group, accompanies theatre employees when performing first aid – unless in a major incident when this is not practical.</li> <li>Stage manager to ensure person going on stage are kept away from the edge</li> <li>FOH staff have torches throughout the shift</li> </ul>	1	2	2
Accidents due to inadequate lighting or signage	Slips, trips and falls leading to the need for emergency assistance. Safeguarding considerations when dealing with children, young people and vulnerable adults in these conditions.	P, E, V	3	4	12	<ul style="list-style-type: none"> <li>Pre performance checks of all FoH and auditorium areas – any issues are reported to Stage Door/ Duty Manager</li> <li>Should a member of a visiting group require first aid every effort must be made to ensure that a chaperone, from the visiting group, accompanies theatre employees when performing first aid – unless in a major incident when this is not practical</li> <li>CCTV covers much of the main auditorium and infra-red cameras are in use.</li> <li>Theatre employees are advised of theatre Safeguarding Policy.</li> <li>Children, young people or vulnerable adults must be supervised by group leaders at all times.</li> </ul>	1	1	1
Lost children	Risk of abduction or safeguarding considerations	P, E, V	2	4	8	<ul style="list-style-type: none"> <li>Visiting staff should ensure that all children are accounted for on entering and exiting the building and periodically throughout the visit.</li> <li>Staff should remain with their group at all times</li> </ul>			

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						<ul style="list-style-type: none"> <li>During any workshops provided by the theatre the workshop leader will remain with the group at all times and follow the theatre's safeguarding policy.</li> <li>Pupils should be advised to approach Grand Theatre employees if they are separated from their party.</li> <li>When any workshop commence groups are reminded of health and safety provisions and reminded of the expectations of behaviour.</li> <li>Theatre employees are aware of Safeguarding Policy and Lost Children Procedure.</li> <li></li> </ul>			
Objects falling from upper levels of auditorium onto patrons below	Could lead to serious injury	P, E	3	5	15	<ul style="list-style-type: none"> <li>Staff trained to ask patrons to keep any items including coats off balcony ledges to stop possibility of items falling down.</li> <li>Staff sat in auditorium during performance to watch over the audience.</li> <li>Staff trained to ensure that patrons remain in their seats during the performance</li> <li>Drinks taken into the auditorium are requested to be decanted into plastic cups to minimise risk of heavy falling objects</li> <li>First Aid Kits are available throughout the premises and sufficient levels of staff trained in their use.</li> <li>Gallery level has railings to minimise risk of objects falling.</li> </ul>	3	2	6
Young people exposed to inappropriate theatrical content	Safeguarding considerations	P	2	2	4	<ul style="list-style-type: none"> <li>Box office Team to inform ticket bookers of any shows specific content that may cause concern</li> </ul>	2	2	4
Slips, trips and falls when exiting the building	Could suffer injury e.g. sprains and fractures if they trip and fall as a result of: ☒ Obstructions, trailing cables, spillages, worn or raised floor coverings etc on walkways. ☒ Poor office layout and storage arrangements resulting in insufficient circulation space.	P, E, V, C	3	3	9	<ul style="list-style-type: none"> <li>Stage door and Duty Manager procedures ensure checks are in place to ensure all relevant lighting switched on for a performance and when light outside is dark</li> <li>ice-packs on premises to deal with injuries</li> <li>First Aid Kits are available throughout the premises and sufficient levels of staff trained in their use.</li> </ul>	2	2	4
Fire in Building	Burns, respiratory damage, death.	P, E, V, C	4	5	20	<ul style="list-style-type: none"> <li>FOH staff fully trained in evacuation procedures.</li> </ul>	2	2	4

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						<ul style="list-style-type: none"> <li>Fire extinguishers provided in key locations in building – FOH staff trained in use of fire</li> <li>The theatre's fire evacuation plan and show stop procedures are written, communicated and rehearsed periodically with all employees understanding their role in the event of an emergency.</li> <li>Key staff members have radios and can communicate with each other.</li> <li>All management are aware of the procedures and follow them.</li> <li>Fire evacuation routes are all checked prior to each performance.</li> <li>Rooms which are used for participatory work by the creative learning team are checked prior to any event taking place and any emergency exit routes are checked prior to any event commencing.</li> </ul>			
Obstruction to staff and pupils when leaving the building in an emergency	Preventing the safe evacuation of the premises and leading to burns, respiratory damage or death	P, E	4	5	20	<ul style="list-style-type: none"> <li>Exit corridors and staircases walked each day by Duty Manager to remove any trip hazards and obstructions to walkways.</li> <li>FOH staff fully trained in evacuation procedures.</li> <li>Evacuation chairs provided to assist disabled pupils out of building</li> <li>FOH staff fully trained in use of evacuation chairs – staff receive regular training in use of evac chairs</li> </ul>	1	5	5
Pupils vomiting in the building/ auditorium	Spreading of disease to others	P, E	3	4	12	<ul style="list-style-type: none"> <li>Usher stationed inside the auditorium throughout the visit.</li> <li>Each level has a box containing equipment for cleaning up body spills.</li> <li>Sick bags available if requested.</li> <li>All biohazard waste is disposed of through incineration – biohazard bin located under stage in cleaners' store room.</li> <li>Daily cleaning of all areas, including backstage, the space and the studio.</li> <li>goggles and gloves to be worn when cleaning body spills.</li> </ul>  	1	1	1

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Mechanical Hazards	Injury when using scissors, staplers, push pins, elevators, tip up seats – including cuts, crushing injuries and entrapments	P, E, V, C	4	3	12	<ul style="list-style-type: none"> <li>When using equipment such as scissors in workshops provided by the Grand Theatre attendees are instructed as to the safe use of such items.</li> <li>All equipment is suitable for use in the setting, inspected regularly and records maintained.</li> <li>Staff monitor audience when on the premises and monitor for any problems as they arise.</li> <li>School/ group staff should supervise their attendees whenever they use the lifts.</li> <li>First aid available if necessary.</li> </ul>			
Act of Terror	Extreme Injury, poison, respiratory damage, death	P, E, V, C	5	5	25	<ul style="list-style-type: none"> <li>Grand Theatre employees are trained in safeguarding and counter terrorism.</li> <li>Regular security updates provided to all employees.</li> <li>All fire exits and escape routes are checked and secured throughout business trading hours.</li> <li>Staff trained in evacuation procedures and on hand to manage an emergency.</li> <li>Staff are first aid trained and on hand to assist.</li> <li>Additional security measures are implemented in accordance with national security threat level.</li> <li>Group leaders must supervise their own party at all times.</li> <li>First aid provision on site including defibrillator and PaCT Kit provided by Blackpool Council.</li> </ul>	5	1	5
Access to Unauthorised Areas	Getting lost, further chance of slips, trips and falls, crushing, burns Safeguarding issues	P	3	3	9	<ul style="list-style-type: none"> <li>All backstage areas are governed by access controls and signage in place to deter unauthorised access.</li> <li>Staff are told to challenge any unknown persons backstage.</li> <li>CCTV in operation and monitored throughout the day/ when building is occupied.</li> </ul>	2	2	4

Persons at Risk	Probability	Severity		5	4	3	2	1		Risk Ratings
				L	Pr	Po	R	I		
Public (P)	Likely (L)	Multiple Fatalities (MF)	5	25	20	15	10	5		1-6 Acceptable
Employee (E)	Probable (Pr)	Fatality (F)	4	20	16	12	8	4		8-25 - unacceptable

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Contractor (C)	Possible (Po)	Lost Time Injury (LT)	3	15	12	9	6	3		
Visiting Company (V)	Remote (R)	Minor Injury (Mi)	2	10	8	6	4	2		
	Improbable (I)	Slight/ No Injury (S)	1	5	4	3	2	1		

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**TO WHOM IT MAY CONCERN**

10th November 2022

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

**Insured Details:**

Name(s):

**Blackpool Grand Theatre Trust Ltd, Blackpool Grand Theatre (Art & Entertainments) / Catering Ltd & Showseats Ltd**

Our Ref **1092945**

**Employers Liability**

Insurer: Ecclesiastical Insurance Office Plc

Policy number: N/A

Cover period: 30th October 2022 to 29th October 2023

Indemnity limit: £10,000,000

**Public Liability**

Insurer: Ecclesiastical Insurance Office Plc

Policy number: N/A

Cover period: 30th October 2022 to 29th October 2023

Indemnity limit: £10,000,000

**Products Liability**

Insurer: Ecclesiastical Insurance Office Plc

Policy number: N/A

Cover period: 30th October 2022 to 29th October 2023

Indemnity limit: £10,000,000

Cover is subject to the full terms, conditions and exclusions of the policy.

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