





RISK ASSESSMENT

Guided Tour of the City Varieties			
<b>Venue</b>	City Varieties Music Hall		
<b>Department</b>	Learning	<b>Category</b>	Learning
<b>RA Reference</b>	CVMHLEA0101	<b>Review</b>	Annual months
<b>Date of RA/review</b>	30/11/2023	<b>Next review</b>	30/11/2024
<b>Assessor/Reviewer</b>	Catherine Hayward		
<b>People at risk (estimated numbers of people at risk)</b>			
<b>Employees</b>	1-5	<b>Contractors</b>	1-5
<b>Visitors</b>	0	<b>Members of the Public</b>	1-49
<b>Production staff</b>	0	<b>Others</b>	0
<b>Client employees</b>	0	<b>Students</b>	11-50
<b>Activity</b>			
Guided tour of the City Varieties (inc educational groups, groups of young people, members of the public).			
<b>Any other relevant information</b>			

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
			L	S	RR		L	S	RR
<b>Auditorium: Slips, trips or falls on steps, fingers caught in folding chairs, uneven floor, dizziness and slips, trips and falls in other seated areas</b>	• Strains, bruising tissue, cuts, broken bones.	1: Appropriate number of adults to supervise participants  2: Learning team to make young people aware of steps and make aware of folding seats  3: Participants given the option to not go onto the balcony and instead remain with a member of staff  4: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to young people and visitors	3	3	9				
<b>Backstage: Trapping fingers/bodies in doors, slips, trips and falls over cables, lights, props, costumes, quick change area, sets on floor, equipment in store</b>	• Strains, bruising tissue, cuts, broken bones	1: 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  2: Learning team to ensure technical team aware of tour taking place  3: Learning team to highlight any hazards to avoid in particular steep steps steep drops or low ceilings  4: Appropriate number of staff to supervise	3	3	9				
<b>Bars: Tripping on uneven floor, bumping into tables, chairs, side boards, trapping fingers in doors, consuming alcohol</b>	• Strains, bruising tissue, cuts, broken bones; intoxication; theft	1: Participants to be supervised at all times  2: Young people not to be allowed behind the bar  3: Learning team to highlight hazards	3	3	9				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised 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	1: 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  2: Learning team to ensure technical team aware of tour taking place  3: Learning team to highlight any hazards to avoid  4: Appropriate number of staff to supervise  5: Learning team to remind group of potential hazards before going backstage and again when leaving stage	3	3	9				
Coronavirus and new variants	Increased risk of transmission	1: Senior leadership team to regularly review latest government guidance and respond accordingly  2: Theatre staff visiting artists to remain distanced from visitors wherever possible  3: Measures in place to step up or down controls as required  4: All standard measures remain in place system of regular cleaning hand sanitiser stations at entrance and key points staff wearing masks distancing encouraged where possible	4	3	12				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
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<b>Entering the theatre, between Road Participants getting lost</b>	distress leading to panic attacks, broken bones	1: Minibus or group transport to pull up in an appropriate place close to the theatre  2: Group leaders to supervise young people walking along briggate between theatress  3: Group to be led via traffic lights and pedestrian crossings where possible  4: Appropriate number of adults to supervise participants  5: Travel between venues assisted by an additional adult to group leader	2	3	6				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
			L	S	RR		L	S	RR
<b>Fire Evacuation An evacuation due to the sounding of the fire alarm</b>	Injuries from panicking participants evacuating the building, burns, smoke inhalation	<p>1: 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</p> <p>2: Learning team to ensure technical team aware of tour taking place</p> <p>3: Learning team to highlight any hazards to avoid</p> <p>4: Appropriate number of staff to supervise</p> <p>5: Limit tour numbers to an appropriate size</p> <p>6: If an evacuation is needed the learning team will calmly lead the group safely out of the building by an appropriate exit</p> <p>7: Head count to be taken at the beginning and end of the tour workshop</p> <p>8: All learning team staff receive a health and safety induction all volunteers and freelancers trained in evacuation procedures</p> <p>9: Personal emergency evacuation procedures PEE ps are created for any vulnerable member staff and shared appropriately</p> <p>10: Sledges and evac chairs available throughout the building and learning team trained on how to operate</p> <p>11: Access needs identified prior to visit and confirmed on arrival to ensure evac procedures for the group are suitable</p> <p>12: Learning team to be in radio contact with other staff eg tech learning team the office in case of emergency</p> <p>13: Evacuation roles confirmed at the beginning of each session depending on needs of the group</p>	3	3	9				

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<b>Injury due to cabling, objects on the floor, leads from vacuum cleaners</b>	• Strains, bruising tissue, cuts, broken bones.	1: Learning team to do a dynamic risk assessment of tour route prior to tour and to alert housekeepers of tour times  2: Learning team to highlight obstacles cables in the wings props costumes lights on the floor protruding sets	3	3	9				
<b>Lift: Slips, trips and falls, trapping fingers in doors, becoming trapped in lift, separated from group, vertigo/distress from glass lift</b>	• Strains, bruising tissue, cuts, broken bones. Distress leading to panic attacks	1: Young people to be accompanied when using the lift  2: Learning team to highlight hazards 3: Participants given option to use stairs instead of lift accompanied by member of staff	3	3	9				
<b>Lost member of group</b>	Distress leading to panic attack	1: Participants counted in and out of the building  2: Group to be informed of meeting point on arrival at city varieties 3: Participants to be supervised at all times 4: Group to be escorted from minibus into the theatre by teacher group leader	2	2	4				

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			L	S	RR		L	S	RR
<b>Safeguarding: Toilets: enclosed / isolated areas</b>	<ul style="list-style-type: none"> <li>Risk of physical, sexual, emotional abuse.</li> <li>Risk of accusations of abuse.</li> </ul>	<p>1: 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.</p> <p>2: Learning team to ensure the toilets are clear of people before young people vulnerable adults use them</p> <p>3: 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</p> <p>4: Young people to meet with learning team in the corridors outside the toilets</p>	2	4	8				
<b>Slips trips and falls: steep steps front of house, steps backstage, uneven floor level on stage, auditorium seating, corridors</b>	<ul style="list-style-type: none"> <li>Strains, bruising tissue, cuts, broken bones.</li> </ul>	<p>1: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to members and volunteers</p> <p>2: Group to stay together</p> <p>3: Learning team to highlight places activities where extra care is needed</p> <p>4: Learning team to do a dynamic risk assessment before the tour to check route is clear of hazards</p> <p>5: Learning team to check lights on the tour route are turned on</p> <p>6: First aider on site</p> <p>7: Appropriate number of staff to supervise the group at all times</p>	3	3	9				



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<b>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</b>	<ul style="list-style-type: none"> <li>• Strains, bruising tissue, cuts, broken bones</li> </ul>	1: 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  2: Learning team to ensure technical team aware of tour taking place  3: Learning team to highlight any hazards to avoid  4: Appropriate number of staff to supervise	3	3	9				