



RISK ASSESSMENT

Guided Tour of Leeds Grand Theatre			
Venue	Leeds Grand Theatre		
Department	Learning	Category	Learning
RA Reference	LGTLEA0105	Review	Annual months
Date of RA/review	31/01/2024	Next review	31/01/2025
Assessor/Reviewer	Catherine Hayward		
People at risk (estimated numbers of people at risk)			
Employees	1-5	Contractors	1-5
Visitors	0	Members of the Public	1-49
Production staff	0	Others	0
Client employees	0	Students	0
Activity			
Guided tour of Leeds Grand Theatre (inc educational groups, groups of young people, members of the public).			
Any other relevant information			

Hazard	Risk	Control measures	Risk Rating			Actions	Revised 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.	1: Appropriate number of adults to supervise participants 2: Participants given the option to not go onto the balcony upper balcony and instead remain with a member of staff 3: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to young people and visitors 4: Learning team to make young people aware of steps and make aware of folding seats	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	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: Appropriate number of staff to supervise 3: Learning team to ensure technical team aware of tour taking place 4: Learning team to highlight any hazards to avoid in particular steep steps steep drops or low ceilings	3	3	9				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
			L	S	RR		L	S	RR
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	1: Group to stay together 2: Learning team to highlight places activities where extra care is needed 3: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to members and volunteers 4: Appropriate number of staff to supervise the group at all times 5: First aider on site 6: Learning team to check lights on the tour route are turned on 7: Learning team to do a dynamic risk assessment before the tour to check route is clear of hazards 8: Young people not to be allowed behind the bar	3	3	9				
Coronavirus	Increased risk of transmission	1: 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 2: Measures in place to step up or down controls as required 3: Senior leadership team to regularly review latest government guidance and respond accordingly 4: Theatre staff visiting artists to remain distanced from visitors wherever possible	4	3	12				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
			L	S	RR		L	S	RR
Corridors and stairs: Slips, trips and falls	•Strains, bruising tissue, cuts, broken bones.	<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: Appropriate number of staff to supervise</p> <p>3: Learning team to highlight any hazards to avoid</p>	3	3	9				
Entering the theatre, walking between venues Road traffic, Participants getting lost	distress leading to panic attacks, broken bones	<p>1: Appropriate number of adults to supervise participants</p> <p>2: Group leaders to supervise young people walking along briggate between theatres</p> <p>3: Minibus or group transport to pull up in an appropriate place close to the theatre</p> <p>4: Travel between venues assisted by an additional adult to group leader</p> <p>5: Group to be led via traffic lights and pedestrian crossings where possible</p>	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.	<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 highlight any hazards to avoid</p> <p>3: Appropriate number of staff to supervise</p> <p>4: Tour group size to be limited on fly floor depending on hazards obstacles</p> <p>5: Learning team to ensure participants do not to climb onto balcony barrier in place to prevent falling</p> <p>6: Learning team to lead the group onto the fly floor with a teacher or additional staff member to follow group</p>	3	3	9				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
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Foyer: Slips, trips and falls on steps, trapping fingers in doors	•Strains, bruising tissue, cuts, broken bones	1: Group to stay together 2: Learning team to highlight places activities where extra care is needed 3: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to members and volunteers 4: Appropriate number of staff to supervise the group at all times 5: First aider on site 6: Learning team to check lights on the tour route are turned on 7: Learning team to do a dynamic risk assessment before the tour to check route is clear of hazards	3	3	9				
Injury due to cabling, objects on the floor	•Strains, bruising tissue, cuts, broken bones	1: Dynamic risk assessment to take place prior to visit 2: Staff to highlight hazards and obstacles cables in the wings props costumes lights on the floor protruding sets	3	3	9				
Lost member of group	Distress leading to panic attack	1: Group to be escorted from minibus into the theatre by teacher group leader 2: Group to be informed of meeting point on arrival at leeds grand theatre 3: Participants counted in and out of the building 4: Participants to be supervised at all times	2	2	4				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
			L	S	RR		L	S	RR
Paint Frame: Slips, trips and falls on uneven floor, over equipment stored on floor, hole near paint frame	•Strains, bruising tissue, cuts, broken bones.	<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 highlight any hazards to avoid</p> <p>3: Appropriate number of staff to supervise</p> <p>4: Tour group sizes to be limited to 30</p>	3	3	9				
Safeguarding: Toilets: enclosed / isolated areas	•Risk of physical, sexual, emotional abuse. •Risk of accusations of abuse.	<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 that 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				

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Slips trips and falls: 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.	<ol style="list-style-type: none"> 1: Appropriate number of adults to supervise participants 2: Participants given the option to not go onto the balcony and instead remain with a member of staff 3: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to young people and visitors 4: Learning team to make young people aware of steps and make aware of folding seats 5: First aider available on site 	3	3	9				
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	<ol style="list-style-type: none"> 1: Group to stay together 2: Learning team to highlight places activities where extra care is needed 3: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to members and volunteers 4: Appropriate number of staff to supervise the group at all times 5: First aider on site 6: Learning team to check lights on the tour route are turned on 7: Learning team to do a dynamic risk assessment before the tour to check route is clear of hazards 	3	3	9				

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Wardrobe: Electrical equipment such as steamers, irons	Burns, electrocution	<p>1: Learning team to do a dynamic risk assessment prior to the tour and to identify and remove where possible any hazards</p> <p>2: Learning team to highlight any hazards to avoid</p>	2	4	8				