

Guided Tour of the City Varieties			
Venue	City Varieties Music Hall		
Department	Learning	Category	Learning
RA Reference	CVMHLEA0101	Review	Annual
Date of RA/review	30/10/2024	Next review	30/10/2025
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	11-50
Activity			
Guided tour of the City Varieties (inc educational groups, groups of children and 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, uneven floor, 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: 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				
Backstage: Trapping fingers/bodies in doors, slips, trips and falls over cables,	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	3	3	9				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
lights, props, costumes, quick change area, sets on floor, equipment in store		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							
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: 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				
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. Feb 2024 bridge missing part of hand rail.	Strains, bruising tissue, cuts, broken bones	1: Learning team to highlight hazards 2: 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 3: Learning team to ensure technical team aware of tour taking place 4: Learning team to highlight any hazards to avoid 5: Appropriate number of staff to supervise 6: Participants to be supervised at all times 7: Young people not to be allowed behind the bar 8: Learning team to remind group of potential hazards before going backstage and again when leaving stage 9: Learning team to temporarily change tour route to avoid bridge tech looking into putting something in to extend handrail the full route	3	3	9				

Hazard	Risk	Control measures	Risk Rating			Actions			Revised RR		
Entering the theatre, walking between venues Road traffic, Participants getting lost	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						
Fire Evacuation An evacuation due to the sounding of the fire alarm	Injuries from panicking participants evacuating the building, burns, smoke inhalation	01: 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 02: Learning team to ensure technical team aware of tour taking place 03: Learning team to highlight any hazards to avoid 04: Appropriate number of staff to supervise 05: Limit tour numbers to an appropriate size 06: If an evacuation is needed the learning team will calmly lead the group safely out of the building by an appropriate exit 07: Head count to be taken at the beginning and end of the tour workshop 08: All learning team staff receive a health and safety induction all volunteers and freelancers trained in evacuation procedures 09: Personal emergency evacuation procedures PEE ps are created for any vulnerable member staff and shared appropriately	3	3	9						

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
		10: Sledges and evac chairs available throughout the building and learning team trained on how to operate 11: Access needs identified prior to visit and confirmed on arrival to ensure evac procedures for the group are suitable 12: Learning team to be in radio contact with other staff eg tech learning team the office in case of emergency 13: Evacuation roles confirmed at the beginning of each session depending on needs of the group							
Injury due to cabling, objects on the floor, leads from vacuum cleaners	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				
Lift: Slips, trips and falls, trapping fingers in doors, becoming trapped in lift, separated from group, vertigo/distress from glass lift	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				
Lost member of group	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				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
Safeguarding: Toilets: enclosed / isolated areas	Risk of physical, sexual, emotional abuse. Risk of accusations of abuse.	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. 2: Learning team to ensure the toilets are clear of people before young people vulnerable adults use them 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 4: Young people to meet with learning team in the corridors outside the toilets	2	4	8				
Slips trips and falls: steep steps front of house, steps backstage, uneven floor level on stage, auditorium seating, corridors	Strains, bruising tissue, cuts, broken bones.	1: Learning team to give clear instructions of safety and the behavioural standards expected and to highlight any hazards to members and volunteers 2: Group to stay together 3: Learning team to highlight places activities where extra care is needed 4: Learning team to do a dynamic risk assessment before the tour to check route is clear of hazards 5: Learning team to check lights on the tour route are turned on 6: First aider on site 7: Appropriate number of staff to supervise the group at all times	3	3	9				
Stage: Slips, trips or falls on raked floor or	Strains, bruising tissue, cuts, broken bones	1: Learning team to do a dynamic risk assessment prior to the tour and to	3	3	9				

Hazard	Risk	Control measures	Risk Rating			Actions	Revised RR		
into scenery, props and equipment in the wings and on stage. Falling off stage into auditorium, low lighting	Strains, bruising tissue, cuts, broken bones	<p>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>							