



Risk Assessment Form

Name of assessor	Martyn Balson	Date	01/09/2024
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Time	n/a	Work area	All Venues
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Task being assessed	Public in venues (Theatre, Concert Hall, Studio & Cinema). Adults & Children inc. School Groups
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What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk rating			Additional controls	New risk rating (Residual)			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
H - Access & egress. HE - Trips, falls, burns due to lack of knowledge of access & egress. Lost children.	Visitors – school children, teachers, chaperones and supervisors.	Trips, falls, burns due to lack of knowledge of access & egress. Lost children	Fire exits clearly displayed. All staff trained in evacuation procedures. Access & egress routes checked and cleared before each performance.	3	4	12	Fire alarms checked on a weekly basis. Ensure there are DBS checked staff on duty at all times to supervise lost children.	2	4	8	General Manager/Duty Managers	
H – Poor housekeeping HE – Slips & trips resulting in broken bones or serious injury.	Visitors – school children, teachers, chaperones and supervisors. Staff members	Slips & trips resulting in broken bones or serious injury.	Daily cleaning of venues. Materials stored in cupboards away from access & egress routes.	3	4	12	Cloakroom available for customers to store bags/ coats. Duty manager to do pre-show checks to ensure venue is clear.	1	4	4	General Manager/ Technical Manager / Cleaning Supervisor	

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				L	C	R		L	C	R		
H – Noise – Exposure to loud noises from pyrotechnics, special effects & music. HE – deterioration of hearing (temporary or permanent)	Visitors – school children, teachers, chaperones and supervisors. Staff members	Deterioration of hearing (temporary or permanent)	Music and amplification systems limited to legal limit.	3	4	12	Signage placed outside of venue, warning audiences of special effects. Stewards will offer the audience ear defenders or ear plugs if necessary.	2	4	8	General Manager/ Technical Manager	
H – Temperature HE – Overheating from exposure to theatre lighting. Nausea & headaches.	Visitors – school children, teachers, chaperones and supervisors. Staff members	Overheating from exposure to theatre lighting. Nausea & headaches.	Venues temperatures are control by a BMS system which are monitored by the duty manager daily.	4	3	12	Air con unit fitted to Concert hall to cool venue. Humidifier installed	3	3	9	General Manager/ Duty Managers / Building & Maintenance Manager	

Review date	31/08/2025	Signature	M.Balson
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