

HEALTH & SAFETY RISK ASSESSMENT

VENUE	THEATRE ROYAL & CITY HALL	RESPONSIBLE DEPARTMENT	VISITOR SERVICES
AREA/LOCATION	PUBLIC ACCESS AREAS – FOYER, AUDITROIUM, TOILETS	ASSESSED BY	SIOBHAN LIGHTFOOT
ACTIVITY	AUDIENCES/ GROUPS - EVACUATION, FIRST AID, CHILD PROTECTION	POSITION	DIR. OF OPERATIONS
DESCRIPTION	PROVISION FOR AUDIENCE MEMBERS IN CASE OF EMERGENCY EVACUATION, FIRST AID REQUIREMENTS & LOST CHILDREN	DATE	28.11.18
		SIGNED	<i>S. Lightfoot</i>


WHO OR WHAT IS AFFECTED BY THIS OPERATION?

EMPLOYEES	✓	CONTRACTORS	✓	PUBLIC	✓	YOUNG PEOPLE	✓	PREGNANT WOMEN	✓	ASSETS/BUSINESS		ENVIRONMENT	
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DESCRIPTION OF HAZARDS / RISKS	BEFORE RISK CONTROLS				RISK CONTROLS	AFTER RISK CONTROLS			
	LIKELIHOOD	CONSEQUENCE	RISK FACTOR	RISK LEVEL		LIKELIHOOD	CONSEQUENCE	RISK FACTOR	RISK LEVEL
RISK OF SLIPS, TRIPS & FALLS	3	4	12	TOLERABLE	STAIR EDGINGS HIGHLIGHTED IN DIFFERENT COLOUR TO STEP SURFACE. ADEQUATE LIGHTING WITH EMERGENCY BACKUP LIGHTING TRAINED USHERS IN ATTENDANCE TO ASSIST WITH EVACUATION REGULAR HOUSEKEEPING PROCEDURES TO REMOVE TRIPS & SLIPS HAZARDS	2	4	8	ACCEPTABLE
RISK OF INJURY DUE TO INADEQUATE/FAILED LIGHTING	2	4	8	ADEQUATE	SECONDARY & EMERGENCY LIGHTING SYSTEM IN PLACE. MAINTAINED AND NON-MAINTAINED EMERGENCY LIGHTING ILLUMINATED DIRECTIONAL EXIT SIGNS IN PLACE. SCHEDULE OF LIGHTING TESTS & SERVICING IN PLACE. DAILY LAMP ROUND DUTIES TO RESOLVE LIGHTING ISSUES	1	4	4	ACCEPTABLE
RISK OF INJURY FROM FALLING OVERHEAD EQUIPMENT, FIXTURES, FITTINGS	3	6	18	UNACCEPTABLE	REGULAR PROGRAMME OF CEILING CHECKS COMPLETED BY INHOUSE STAFF AND CONTRACTORS. REGULAR OVERHEAD RIG CHECKS COMPLETED BY PRODUCTION TEAM WITH RELEVANT QUALIFICATIONS. 'CLOSED' & LIMITED ACCESS DURING	2	6	12	TOLERABLE

					WORKING OVERHEAD.				
RISK OF FIRE	3	6	18	UNACCEPTABLE	<p>DOCUMENTED FIRE RISK ASSESSEMENT, FIRE EVACUATION & VENUE MANAGEMENT SAFETY SYSTEMS IN PLACE</p> <p>REGULAR FIRE SAFETY TRAINING & EVACUATION DRILLS CONDUCTED</p> <p>FIRE EXTINGUISHERS LOCATED IN ALL AREAS OF BUILDING (FOH & BOH)</p> <p>FIRE INSPECTION UNDERTAKEN BY FIRE BRIGADE & BUILDING CONTROL</p> <p>ALL CARPETS, DRAPES, SEATS, SET CONSTRUCTED OF OR TREATED WITH FIRE RETARDANT MATERIALS</p> <p>VISUAL & AUDIBLE EMERGENCY ALERT SYSTEM</p> <p>FIRE ALARM SYSTEM TESTED WEEKLY & SERVICED 6MONTHLY</p> <p>REGULAR HOUSEKEEPING & SLA PROCEDURES TO MINIMISE FIRE RISKS</p>	2	5	10	ADEQUATE
RISK OF TERRORIST ATTACK	3	6	18	UNACCEPTABLE	<p>BAG CHECKS PROCESS IN PLACE AT BOTH VENUES</p> <p>NO BAG STORAGE AVAILABLE AT EITHER VENUE</p> <p>ANY BAGS TOO LARGE TO FIT UNDER SEATS WILL BE SUBJECT TO A FULL BAG SEARCH BY AN SIA GUARD</p> <p>TICKET CHECKING AT ALL MAIN DOORS</p> <p>SIA GUARDS ON SUTY FOR ALL EVENTS</p> <p>REGULAR HOUSEKEEPING CHECKS</p> <p>STRINGENT ACCESS CONTROL PROCEDURES FOR STAFF, VISITORS & CONTRACTORS</p> <p>REGULAR INCIDENT STAFF TRAINING & BRIEFINGS</p> <p>PROTECTIVE SECURITY POLICY PROCESURES IN PLACE</p> <p>REGULAR LIAISON WITH LOCAL POLICE & COUNTER TERRORISM OFFICERS</p>	2	6	12	TOLERABLE
RISK OF OVERCROWDING	3	6	18	UNACCEPTABLE	<p>SUFFICIENT NUMBER OF EXITS & SUITABLE DIMENSIONS OF EXITS ROUTES & DOORS FOR BUILDING ACTIVITY AND CAPACITY</p> <p>SIA GUARDS & STEWARDS TRAINED TO MANAGE CROWDS AND RESTRICT FLOW WHEN NECESSARY.</p> <p>CLEAR DIRECTIONAL SIGNAGE TO ASSIST WITH EASE OF WAYFARING</p>	2	5	10	ADEQUATE

RISK OF ILLNESS WHILST ON PREMISES	4	4	20	UNACCEPTABLE	<p>TRAINED FIRST AIDERS ON SITE AT ALL TIMES.</p> <p>FIRST AID EQUIPMENT IN PLACE ACROSS THE VENUE.</p> <p>FIRST AID KITS REGULARLY CHECKED TO ENSURE APPROPRIATE STOCK LEVELS.</p> <p>EMERGENCY PROCEDURES IN PLACE INCLUDING COMMUNICATION WITH & ACCESS FOR EMERGENCY VEHICLES AT ALL TIMES.</p>	3	3	9	ADEQUATE
RISK OF HEARING DAMAGE DUE TO SOUND LEVELS	3	3	9	ADEQUATE	<p>PERFORMANCES DESIGNED FOR APPROPRIATE AGE & SOUND LEVELS SET AT SAFE LEVELS</p> <p>FLEXIBLE POLICY TO ALLOW CUSTOMERS WITH HEARING SENSITIVITY TO EXIT AND RE-ENTER.</p> <p>SHOW MONITOR TO ALLOW CUSTOMERS TO WATCH PERFORMANCE FROM THE FOYER IN THE CASE OF HEARING SENSITIVITY</p> <p>SIGNAGE TO ADVISE CUSTOMERS REGARDING LOUD SOUND EFFECTS.</p> <p>DISPOSABLE EAR PLUGS AVAILABLE FROM STAFF.</p>	2	3	6	ACCEPTABLE
RISK OF SEPARATION FROM/VULNERABLE PERSON	3	3	9	TOLERABLE	<p>CHILDREN UNDER 12 MUST BE ACCOMPANIED BY AN APPROPRIATE NUMBER OF STAFF / ADULTS.</p> <p>VULNERABLE PERSON POLICY IN PLACE & ALL FRONT LINE STAFF TRAINED IN PROCEDURES</p> <p>SECURITY AND USHERS TRAINED TO BE VIGILANT FOR ANY CHILDREN UNDER 12 ENTERING/EXITING THE BUILDING ALONE</p>	2	2	4	ACCEPTABLE
RISK OF UNDERAGE CHILDREN CONSUMING ALCOHOL OR BEING EXPOSED TO DRUNK BEHAVIOUR	3	5	15	TOLERABLE	<p>ALL STAFFED TRAINED TO REMAIN VIGILANT RE: UNDERAGE DRINKING.</p> <p>BAR SERVICE COMPLIANT WITH LICENSING OBJECTIVES & CHALLENGE POLICY.</p> <p>SECURITY ON HAND TO MANAGE/REMOVE PERSONS UNDER THE INFLUENCE OF ALCOHOL.</p> <p>BAG SEARCHES TO PREVENT ALCOHOL/ILLEGAL SUBSTANCE BEING BROUGHT ONTO THE PREMISES</p>	3	2	6	ACCEPTABLE
RISK OF EXPOSURE TO SMOKING	4	2	8	ADEQUATE	<p>NO SMOKING PREMISES INCLUDING E-CIGARETTES</p> <p>SMOKING AS PART OF PERFORMANCES VERY RARE AND ONLY WHEN CONSIDERED <i>INTEGRAL TO ARTISITIC INTEGRITY</i></p>	3	2	6	ACCEPTABLE

DETAILS OF FURTHER ACTION REQUIRED:	LOCATION OF THE NEAREST SAFETY EQUIPMENT:		
ON-GOING LIAISON WITH LOCAL & COUNTER TERRORISM POLICE OFFICER ON-GOING & REGULAR TRAINING OF FRONT LINE STAFF		FIRST AID KITS	FOH KIOSK AT EACH LEVEL
		DE-FIB	BOX OFFICE
		FIRE EXTINGUISHERS	FOH & AUDITORIUM AT EACH LEVEL
		FIRE BLANKET/BURNS KIT	KITCHENS & BACK STAGE
		EVAC CHAIR	UPPER LEVELS

		INCREASING LIKLIHOOD					
		NEVER OCCURRED IN INDUSTRY	RARELY OCCURRED WITHIN INDUSTRY	REGULARLY OCCURRED WITHIN INDUSTRY	OCCURRED X < 5 WITHIN LIFE OF ORGANISATION	OCCURRED X 1 PER YEAR	OCCURRED X 1 > PER YEAR
RISK CATEGORY	LIKELIHOOD	1 VERY UNLIKELY	2 UNLIKELY	3 MAY OCCUR	4 LIKELY	5 VERY LIKELY	6 WILL OCCUR
PEOPLE	CONSEQUENCE	1 NO IMPACT ON HEALTH	2 MINOR HEALTH IMPACT	3 LOST TIME DUE TO HEALTH IMPACT	4 PERMANENT IMPACT ON HEALTH	5 SINGLE FATALITY	6 MULTIPLE FATALITIES
ASSETS/BUSINESS		1 NO DAMAGE	2 NEGLIBLE DAMAGE	3 MINOR DAMAGE (IN-HOUSE RESOLUTION)	4 MODERATE DAMAGE (3 RD PARTY RESOLUTION)	5 MAJOR DAMAGE (AUTHORITIES INVOLVED)	6 CLOSE OF BUSINESS
ENVIRONMENT		1 NO EFFECT	2 NEGLIGIBLE EFFECT	3 MINOR EFFECT	4 MODERATE EFFECT	5 MAJOR EFFECT	6 LEGAL EFFECT
LIKELIHOOD X CONSEQUENCE = RISK <i>WHERE MORE THAN ONE CATEGORY IS AT RISK INCLUDE THE HIGHEST</i>		RISK FACTOR 0-6 ACCEPTABLE NO FURTHER ACTION REQUIRED, BUT ENSURE CONTROLS ARE MAINTAINED	RISK FACTOR 7-11 ADEQUATE LOOK TO IMPROVE AT NEXT REVIEW	RISK FACTOR 12-17 TOLERABLE LOOK TO IMPROVE WITHIN SPECIFIED TIMESCALE	RISK FACTOR 18-36 UNACCEPTABLE STOP AND MAKE IMMEDIATE IMPROVEMENTS		