Group bookings information pack

**Carriageworks Theatre**

**Information Pack & Risk Assessments**

This guide provides information on the Carriageworks Theatre for the organisers of group bookings for theatre performances. Our aim is to make your visit a safe, comfortable and enjoyable one.

If you require any further information after reading the guide please do not hesitate to contact us on 0113 3787132 or email the carriageworks@leeds.gov.uk

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**Parking**

A variety of street parking and secure car park options are available nearby with the nearest facilities including:

1. **Portland Crescent Car Park** pay and display short stay. Located off Portland Crescent near Leeds Civic Hall, Portland Crescent car park is open from all day with a maximum stay of 5 hours before 6pm Charges are as follows:
2. **The Light Multi Story Car Park** long stay. The Light Car Park is open 24 hours and is located via Dudley Way off Great George Street on the Leeds City Loop.
3. **St. John’s Shopping Centre Multi Story Car Park** long stays. Located off Merrion Street on the Leeds City Loop, the St. John's Centre Car Park is an NCP facility open 24 hours. For more information and prices please visit
4. **Woodhouse Lane Multi Story Car Park** which is located opposite Leeds Metropolitan University, with access to the inner ring road.

**Drop Off**

Carriageworks Theatre may be accessed from Great George Street, through the Electric Press courtyard or from Cookridge Street through the Millennium Square entrance. Due to the high level of traffic on Great George Street, it is recommended that you disembark at the drop off point on Cookridge Street or the drop off point further along Great George Street past the traffic lights.

Coach drop off point is at Cookridge Street which provides direct, traffic free access into Millennium Square.

**Rail Links**

Leeds City Train Station is ten minutes walk from the Electric Press Development and Millennium Square.

**Bus Links**

A number of bus routes pass through the city centre. For bus services and timetable information please contact West Yorkshire Metro: 0113 245 7676 or visit the website for West Yorkshire Travel Information: www.wymetro.co.uk

**Theatre Layout**

The theatre is situated over four floors.

Please familiarise yourself with the location of emergency exits on arrival.

The box office is on the ground floor as you enter the Electric Press building from Millennium Square

The main auditorium can be entered at levels 1, 2, or 3. Your tickets will indicate the level at which you should enter the auditorium.

Upstairs @ the Carriageworks (our studio theatre) is situated on the fourth level.

There are accessible toilets at every level of the theatre with the main facilities on level 2.

**BUILDING INSURANCE**

Leeds City Council maintains Public Liability Insurance, Insured by Zurich Municipal policy number QLA-03G036-0353.

**Building Systems**

There are comprehensive maintenance and testing regimes for fire alarm systems, disabled toilet alarms, fire extinguishers and all mechanical and electrical systems within the building.

Fire exits and corridors are checked daily.

**Building SUPERVISION & Staffing**

A duty manager is present whenever the building is open to the public. There is also CCTV for your safety

Stewarding will be provided by Leeds City Council at the ratio of at least one steward per 250 patrons, increasing to at least one steward per 100 patrons where the audience consists of young persons or other patrons with high support needs. Stewards will have had appropriate training in evacuation procedures and awareness training on Child Protection.

Your responsibility is to ensure we know if your delegates require some other requirements not covered in this information pack.

**Child Protection**

All Carriageworks Theatre staff receives training on Child Protection. If you have any concerns during your visit please inform the duty manager at once.

**Emergency Evacuation**

In the case of evacuation, the alarm will sound; this is a loud two tone siren, accompanied by flashing red lights. In the main auditorium during a show an announcement will be made asking patrons to vacate the building. Your party should leave by the nearest available exit. Exits are clearly marked with the green ‘running man’ sign.

The assembly point is at the top end of Millennium Square adjacent to the Leeds Museum. The theatre staff will assist in evacuating the building, but it is your responsibility to keep your group together and carry out a head count once clear of the building. If you have lost any member of your party inform the duty manager.

You must not re-enter the building until given clearance to do so by the duty manager.

**Special Requirements**

If your party has visitors with disabilities or needing other assistance, it is your responsibility to inform us at the time of booking. We may need to meet before your visit in order to ensure that appropriate safety measures are in place and to draw up a evacuation plan tailored to your specific needs. Although our staff are fully trained, it is essential that you provide appropriate companions for persons with high support needs.

*For your convenience we have the following facilities:*

Disabled Evacuation Lift

In the event of an evacuation, patrons who are unable to use the stairs can use our lift which has a specially protected power supply. There is a refuge point at each level which are clearly marked. There is an intercom on the wall by the lift where you can ask for assistance from a member of staff. There are also evacuation chairs available on each level. These will also be operated by a trained member of staff.

Induction Loops

We have infra-red hearing units in the main auditorium and Upstairs@ the carriageworks studio space. Please ask for neck loops at the Box Office. Induction loops are situated in the reception area and any conference room on request.

Toilet Facilities

We have wheelchair accessible toilets on every level.

Wheelchair Spaces in the Auditorium

Please indicate if you need level access or require remaining in your wheelchair when booking, this enables us to ensure that we provide you with the best possible service. The designated wheelchair spaces are on level 1.

Theatrical effects

We will display advisory notices, where smoke or strobe lighting effects will be used during a performance. Please ask for details at the time of booking if this is likely to be a concern for your party.

**.......and finally**

We hope that you enjoy your visit to the Carriageworks Theatre. If you have any questions prior to your visit please contact us.

We welcome feedback, if there is any comment you wish to make after your visit please do so.

Address:Carriageworks Theatre

The Electric Press

3 Millennium Square

Leeds

LS2 3AD

Ops Team: 0113 3786993

Arts Team: 0113 3787132  
Box Office: 0113 3760318

Email: [carriageworks@leeds.gov.uk](mailto:carriageworks@leeds.gov.uk)

Web: [www.carriageworkstheatre.org.uk](http://www.carriageworkstheatre.org.uk)

**RISK ASSESSMENT FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY / LOCATION: The Carriageworks generic building safety.** | | | | | |
| **HAZARD** | **EFFECT**  **(Include who will be affected if relevant)** | **RISK RATING** | **CONTROL** | **RESPONSIBILITY** | **RESIDUAL RISK RATING** |
| Gas  Explosion  Inhalation | General public and staff | Medium  (2c) | Regular service and maintenance of appliances | Operations Manager | Low  (2D) |
| Slips Trips and Falls | General public and staff | Medium  (3B) | Comprehensive regular building inspection, documented | Operations Manager | Low  (3D) |
| Electrical and Mechanical Faults | General public and staff | Medium  (3B) | Comprehensive regular building inspection by qualified persons. Recorded and acted upon | Operations Manager | Low  (3D) |
| Fire -  Auditorium  Stairways  Meeting Rooms | General public and staff | Medium  (2c) | Fire alarms tested every week.  Fire extinguishers maintained to current standards.  Staff fully briefed on evacuation procedures. Building fire risk assessment carried out  Group information pack issued. | Operations Manager | Low  (2D) |
| This generic risk assessment is a condensed summary only.  **To be Reviewed – March 2018** | | | | | |

**RISK ASSESSMENT MATRIX**

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| --- | --- | --- | --- | --- | --- |
| **CONSEQUENCE** | RISK RATING MATRIX | LIKELIHOOD | | | |
|  | Probable (A) | Possible (B) | Remote / Unlikely (C) | Improbable / Negligible(D) |
| Fatal injuries (1) | High (1A) | High (1B) | Medium (1C) | Low (1D) |
| Major Injuries (2) | High (2A) | High (2B) | Medium (2C) | Low (2D) |
| Minor Injuries (3) | Medium (3A) | Medium (3B) | Low (3C) | Low (3D) |
| Negligible Injuries (4) | Low (4A) | Low (4B) | Low (4C) | Low (4D) |