Risk Assessment for Schools attending

## **Carriageworks Theatre**

The educational event is to be held entirely within the confines of the Carriageworks Theatre.

The notional capacity of the main auditorium to be used for the event is 349 max. The capacity does not allow for any items which occupy floor space but are quoted for an occupancy density of 1m/ person except where noted.

* The location of the main auditorium is in the centre of the Carriageworks Theatre with emergency exits on all sides. Emergency evacuation will be through the nearest available exit and the assembly point is on the Museum front steps.
* An evacuation briefing will be given to the client on arrival in the building
* The existing toilet facilities will be available in the Carriageworks Theatre including wheelchair facilities.
* The Carriageworks Theatre is provided with maintained emergency lighting and fire fighting appliances suitable for most uses.
* Access into the Carriageworks Theatre will be made via the front doors adjacent to Millennium Square and via the courtyard. Disabled access will be via either entrance
* All areas are monitored by Carriageworks Theatre staff and stewards
* The Carriageworks Theatre stewards will be responsible for seating the students within the auditorium.
* Although Carriageworks Theatre staff are on duty it is the responsibility of the teaching staff to maintain the good behaviour of their students and to leave the building in a clean and tidy condition

# **Risk Assessment Procedure**

* The process of drafting an event safety plan should be based on the findings of a risk assessment approach.
* In undertaking the risk assessment, the following approach has been adopted:

A} Gather information/identify risks

B} Evaluation of risks

C} Consider control measures appropriate to the identified risks

D} Evaluate residual risk

* Information has been gathered and hazards identified using the experience gained from numerous similar events within the Town Hall.
* The risk assessment presented in this document is based on holding public events in the Carriageworks Theatre.
* The hazards identified were evaluated and have been assessed both with and without control measures being in place.

# **ABBREVIATIONS USED IN ASSESSMENTS**

P = Public

###### S = Staff

A = Artistes

* The risk assessments are set out in the following sections:
* Event Infrastructure – Installation and Removal
* Event – Generic Risk Assessments during event.

Risk Assessments

Use of Carriageworks Theatre and all rooms within it

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| **Subject Area** | Hazards and Effect | To Whom | Severity Rating X Likelihood = Primary  Risk based on no controls | | | Existing Controls Measures | Severity Rating X Likelihood =  Residual Risk **S x L = R** | | | Action Required where risks are not adequately controlled | Other Comments |
| Arrival and site installation procedures | B –1 Failure to maintain control of equipment | P, S | H | H | H  H | Carriageworks Theatre Manager would ensure that induction is carried out, appoint a member of the team to oversee delivery,  Staff and public to deterred from accessing area where unloading/loading/erecting or dismantling work are in progress- temporary barriers may be required/ signage  All persons to be trained and competent | L | M | L  L |  | Where practicable deliveries and installation work etc may be best undertaken outside office hours to avoid conflict with hires and office staff. |
| Electrical equipment | B – 2 Electrical Shocks or Burns | S | M | H  H | H | Use of 110Vor battery operated tools where practicable  Portable tools, etc to be examined and certificate.  Where practicable, use Carriageworks Theatre mains electricity supplies subject to confirmation with Carriageworks Theatre Management / Electrician  Diesel/Petrol generators not to be used. | L | L  L  L |  |  |  |

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| Storage of Materials | B –3 Falls, trips, unsafe stacking, or collision | P, S, A |  |  | H  H  H | Safe storage locations to be identified by contractors in advance.  Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public, office staff have access or where there is a significant risk of vehicle collision.  Security may be needed if left unattended. | L  L  L |  |  |  | Where practicable deliveries and installation work etc may be best undertaken outside office hours to avoid conflict with hires and office staff. |
| Welfare and First Aid | B-4 Lack of Welfare and First Aid Issues | S.P, A |  |  | M  L | Ensure each contractor provides own first aid provision. Call emergency services if public injured.  Sanitary facilities within Carriageworks Theatre should be made available. | L  L |  |  |  |  |
| Lack of Protection for head, hands, feet, ears. | B-5 Impacts, cuts/Abrasions etc | S |  |  | H  H | Individual contractors to be responsible for ensuring that they have appropriate personal protective equipment {P.P.E.} for the activities which they are undertaking and will ensure the exclusion of all other persons from areas where P.P.E is required.  Contractors should ensue that areas requiring P.P.E remain off limits until safe. | L  L |  |  |  |  |

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| Use of Access ladders | B –6 Falls from heights, falling objects | P, S |  |  | H  H  H | Ladders and other access equipment to be checked for fitness for purpose prior to use.  Competent personnel to be aware of the safe systems of work with ladders etc.  Work at heights to be undertaken behind cordons where public, office staff could access work areas. | L  L  L |  |  |  | Leeds City council access is not to be used by contractors. |
| Manual handling | B-7 Back injuries, strains, sprains, etc. | S |  |  | M  H  M  M | Job specific risk assessment by individual contractors.  Trained staff of competent contractors.  Appropriate design of equipment and use of suitable trolleys etc as appropriate.  Delivery of equipment to via front doors, lower access door,  Back doors, or use of goods lift {Oxford Place} | L  L  L  L |  |  | Use of are trolleys | Operating goods lift only trained T.H staff. Contractors to be supervised at all time. |

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| Catering | Hot water boilers to be pat tested  Over loading power supply  Miss-use of catering equipment  Cross contamination of food | P, A, S |  |  | H  H | Breaker switcher fitted to all sockets; catering equipment checked  Appointed in-house caters  Dine catering manager to oversee staff  General washing up facilities provided **fridges** on site, which are supplied Dine | L  L |  |  |  |  |
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| Erection and breakdown of structures | Unstable part completed structures | P, S |  |  | H  H  H  H | All structures to be erected by approved contractors who should have been vetted in advance by BBC.  The safety of the contractor’s employees is the responsibility of the client. The Town Hall duty Manager should intervene if unsafe working practices are observed.  Method statements and/or risk assessments to be provided where appropriate.  Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures considering the intended use. | L  L  L  L |  |  |  | If any member of T.H staff see unsafe working practices must report it Town Hall management,  Tech on duty to over see set up |

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| Audience crush | Stewards control and access | P |  |  | H  M  H | Members of public  Consideration should be given to the audience profile and history of previous shows  From 20 to 80 age group  Stewards to monitor all internal doors and control access.  Procedures to be implemented to communicate any problems to security, first aid, Town Management to take appropriate action.  should be authority to stop the show temporally if required | L  L  L |  |  |  | Contacted security to supervise all external doors |

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| Emergencies | Hazards from the need to evacuate.Panic, crushing, overcrowding. | P, S, A |  |  | H  H  H | All exits routes are clearly signed with maintained exit signage to current ‘running man standards.  All exits routes to be cleared of all stored materials prior to any event.  Pre-event fire checks to be carried and recorded. | L  L  L |  |  |  | Stewards and security to asst in evacuation, pre-event fire check carried out 0900 |
| Hazards arising though unauthorised access to plant, structures, and equipment | Undesirable activity  Damage to property | P, S, A |  |  | H  M | All plant and equipment will, as far as is possible, be contained behind suitable barriers and backstage area  Cables to be flown at ceiling level or cable ramped | L  L |  |  |  | Tec on duty overseeing setup |

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| Fire hazards | Panic, crushing Death, lost income, | P, A, S |  |  | H  M | Stage and front of house, drapes etc to be constructed from flame retardant substance as far as is reasonably practicable. In cases of doubt, the opinions of the fire officer shall be sought.  Stage/mixer desk to be equipped with C.O.2 powder and water extinguisher | L  L |  |  |  | The use of drapes provided by BBC should be subject to a review before the public enters the venue. |

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| Electrical hazards | Fire /shock | P/A/S |  |  | H  H  H  H | All electrical equipment to be supplied and installed by reputable, competent contractors. Their standards will be pre-vetted, as will all contractors and a copy of their certificate as a member of a recognised professional body obtained.  All electrical systems should be constructed and maintained in a condition suitable for use and will be protected as necessary by 30mA residual current circuit breaker. All distribution boxes etc to be always from public.  A competent person should certify all electrical installation as to their safety on completion.  A competent electrical contractor should be available to deal with any problems should they arise | L  L  L  L |  |  |  | P.A.T testing of d any equipment should be considered where necessary.  Existing mains distribution system to be certified by duty electrician prior to use |

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| First Aid | Illness or injury | P, A, S |  |  | H | First Aid provision suitable for the event type and audience demographic should be provided and located in an easily accessible room, it is understood that the room opposite main reception has been used successfully in the past and has hot and cold running water. | L |  |  |  | First Aid supplied upon request by client according to audience or public profile (e.g. elderly) |
| Noise | Hearing damage | P, A, S |  |  | M  M | Work areas where noise expected to exceed 85dB {A} to be identified and signed.  Employers on site to advise staff accordingly and proved appropriate hearing protection  Sound system to be designed and installed and operated by competent person to ensure that a peak of 140dB{A}and an Ieq of 170dB{A} are not exceeded. | L  L |  |  |  | N/A |

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| Access into the Town Hall restricted areas | Potential to set fire  Undesirable activity  Damage to property | P, S, A, |  |  | H  H | Stewards to monitor areas as appropriate  Corridors not in use to be effectively blocked off. | L  L |  |  |  | All rooms and offices not in use, to be locked off during pre-event fire check.  Gates to be locked to first floor steward to patrol all areas |
| Smoke/vapour effects | Lack of ventilation Effects on smoke detectors | P/A/S |  |  | M | The views of the fire officer should be sought where any such effects are proposed as a part of the event. | L |  |  |  | Were possible turn hall ventilation on  Heating off 2 hours before |

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| Crown control | Violence  Disturbance  Personal assault  Undesirable activity  Damage to property  Drinks containers used as missiles | P, S, A, |  |  | H | Use highly trained competent steward  Audience demographic to be considered for the show and security level set accordingly  Door supervisor to SIA registered  All door staff provided with radios in case of emergency | M |  |  |  |  |
| Drugs | Overdose,  Effects on public order | P, S, A |  |  | M | Any persons found in possession of illegal substances will be ejected and handed over to the police. | L |  |  |  |  |

Simon Stockton

Operations Manager

Carriageworks Theatre