

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

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			Carriageworks Theatre Manager to 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 work by contactors to be fully risk assessed. All persons to be trained and competent		M			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	H			Use of 110Vor battery operated tools where practicable Portable tools, etc to be examined and certificated. Where practicable, use Carriageworks Theatre mains electricity supplies subject to confirmation with Carriageworks Theatre Management / Electrician Diesel/Petrol generators not to be used.		M			

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Storage of Materials	B-3 Falls, trips, unsafe stacking, or collision	P, S, A		M		<p>Safe storage locations to be identified by contractors in advance.</p> <p>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 collision.</p> <p>Security may be needed if left unattended.</p> <p>Suitable PPE (hi-viz and toe protected boots) to be worn in loading bay areas.</p>	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			H	<p>Ensure each contractor provides own first aid provision. Call emergency services if public injured.</p> <p>Sanitary facilities within Carriageworks Theatre should be made available.</p> <p>Theatre staff to have suitable First Aid at work certification.</p>	L	M			
Lack of Protection for head, hands, feet, ears.	B-5 Impacts, cuts/Abrasions etc	S			H	<p>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.</p>	L				
					H	<p>Contractors should ensure that areas requiring P.P.E remain off limits until safe.</p>	L				

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Use of Access ladders	B –6 Falls from heights, falling objects	P, S			H	<p>Ladders and other access equipment to be checked for fitness for purpose prior to use.</p> <p>Competent personnel to be aware of the safe systems of work with ladders etc.</p> <p>Work at heights to be undertaken behind cordons where public, office staff could access work areas.</p>		M			.
Manual handling	B-7 Back injuries, strains, sprains, etc.	S			M	<p>Job specific risk assessment by individual contractors.</p> <p>Trained staff of competent contractors.</p> <p>Appropriate design of equipment and use of suitable trolleys etc as appropriate.</p> <p>Delivery of equipment via goods lift accessible from Great George Street, or passenger lift from Electric Press Courtyard</p>	L			Provision and use of trolleys	Goods lift to be operated by Carriageworks staff. Contractors to be supervised at all times.

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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			M M	Breaker switcher fitted to all sockets; catering equipment checked Appointed in-house caters Dine catering manager to oversee staff No food is prepared on site. General washing up and fridges facilities provided on site.	L L				
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Erection and breakdown of structures	Collapse of unsafe structures, access to part completed structures, injury arising during build or breakdown.	P, S			H	<p>All structures to be erected by approved contractors and vetted in advance. Contractors to receive full site induction prior to work.</p> <p>The safety of the contractor's employees is the responsibility of the client. Carriageworks duty Manager to intervene if unsafe working practices are observed.</p> <p>Method statements, risk assessments and site plan to be provided where appropriate.</p> <p>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.</p>		M			Unsafe working practices to be reported to Carriageworks management immediately and work to cease if required.
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Audience crush	Panic, crushing, overcrowding.	P			H	<p>Stewards to be fully trained in safe, controlled evacuation and fire evacuation procedures.</p> <p>Trained fire wardens to be on duty. Consideration should be given to the audience profile and history of previous shows.</p> <p>Stewards to monitor all internal doors and control access.</p> <p>Procedures to be implemented to communicate any problems to security & first aid, Carriageworks management to take appropriate action, with authority to stop the event if required.</p>	L				Contracted security to supervise all external doors
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Emergencies	Hazards from the need to evacuate.	P, S, A			H	All exits routes are clearly signed with maintained exit signage to current 'running man standards.	L				Stewards and security to asst in evacuation,
					H	All exits routes to be cleared of all stored materials prior to any event.	L				
					H	Pre-event fire checks to be carried and recorded.	L				
Hazards arising though unauthorised access to plant, structures, and equipment	Undesirable activity Damage to property	P, S, A			H	All plant and equipment will, as far as is possible, be contained behind suitable barriers and backstage area	L				Tec on duty overseeing setup
					M	Cables to be flown at ceiling level or cable ramped	L				

Electrical hazards	Fire /shock	P/A/S			H	<p>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.</p> <p>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.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise</p> <p>All electrical equipment within the Carriageworks Theatre to be regularly PAT tested.</p>	L				P.A.T testing of individual equipment should be considered where necessary.
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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				

Noise	Hearing damage	P, A, S			M	Work areas where noise expected to exceed 85dB {A} to be identified and signed. Employers on site to advise staff accordingly and provide appropriate hearing protection Sound system to be designed and installed and operated by competent person to ensure that a peak of 140dB{C} and an LEQ of 107dB{A} are not exceeded.	L				
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Access into the Carriageworks restricted areas	Potential to set fire Undesirable activity Damage to property	P, S, A,		M		All rooms and offices not in use, to be locked off during pre-event fire check. Stewards to monitor areas as appropriate	L				
Use of smoke & vapour effects	Lack of ventilation, effects on audience & cast members, effects on smoke detectors.	P/A/S			L	All products are fully certified, water-based where possible, and have full data sheets for reference. Use is fully risk assessed. Ventilation to be used where possible. Smoke detectors turned off in necessary areas only, and for minimum time required. Warning on tickets / auditorium entrance for shows where heavy use is expected.	L				Were possible turn hall ventilation on And heating off 2 hours prior to performance

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Crowd control	Violence Disturbance Personal assault Undesirable activity Damage to property Drinks containers used as missiles	P, S, A,		M		Use of highly trained competent stewards. Audience demographic to be considered for the show and security level set accordingly SIA registered security if required. All door staff provided with radios in case of emergency	M				
Drugs	Overdose, Effects on public order	P, S, A			M	Satt trained in First Aid at work. Any persons found in possession of illegal substances to be ejected and the police notified.	L				

Simon Stockton
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Carriageworks Theatre