

## Curve Theatre Risk Assessment form



<b>Activity / Role</b>	Schools and groups in attendance	<b>Assessment Number</b>	VEX03	<b>Date assessment written / revised</b>	20/02/2024	<b>Version Number</b>	10
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<b>Other related assessments?</b>	General public access to the premises, Access visitors, Safeguarding Policy, Health & Safety Policy, Unaccompanied, Lost & Missing Children policy.		<b>Assessment circulated to</b>	External stakeholders (schools & groups), Visitor experience team, Creative programming and also available on SharePoint in Health & Safety.	<b>Permit Number (If applicable)</b>	NA	
Type of activity and related hazards	Who might be harmed by this activity?	How might they be harmed?	Existing controls to reduce risk		Residual risk level (LxS)	Who is responsible for control measures	Completed?
Drop off and Collection	Young people, group members and group leaders.	Struck by a vehicle.	<ul style="list-style-type: none"> <li>Drop off point designated on Queen Street, which is communicated to group in advance of arrival, allowing safe disembarkation from vehicles onto the pavement.</li> <li>Duty manager is made aware of schools/ groups in attendance.</li> <li>One-way traffic system in vicinity of Theatre</li> <li>Speed restriction on roads in vicinity of Theatre</li> <li>Schools and Groups to ensure parents/carers/guardians (including chaperones and taxi escorts) have clear duty of care and directly hand over young person to duty of care of school or group on arrival at the theatre</li> </ul>		Unlikely x Moderate = Medium	Responsible persons from school or group, Duty Manager and Local Authority	Yes
Separated from group/school	Young persons, vulnerable persons and elderly patrons.	Emotional distress, physical harm	<ul style="list-style-type: none"> <li>Front of house teams aware of schools/groups in the building</li> <li>Schools/groups seated together where possible</li> <li>Drop off points close to the Theatre</li> <li>School / Group to inform Box Office of their meeting point to be added to Spektix notes in the instance young person is separated from group</li> <li>Clear signage around the Theatre detailing facilities, performance spaces and fire exits</li> <li>Safeguarding system and policy in place to manage the situation</li> </ul>		Unlikely x Minor = Low	Duty Manager, Stage Door Reception, Box Office and Safeguarding team	Yes

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			<ul style="list-style-type: none"> <li>• CCTV in operation to locate a lost person</li> <li>• Radio communication between appropriate staff</li> <li>• There is a lost child and vulnerable persons policy and procedure “the gardener” of which all FOH staff are aware of.</li> </ul>				
Use of performance spaces/rehearsal rooms for workshops and related activity	Young people, group members and group leaders.	Slips, trips and falls.  Sprains and Strains	<ul style="list-style-type: none"> <li>• First aid trained staff members on site</li> <li>• Separate risk assessments for specific activities</li> <li>• Teachers and Curve staff in attendance</li> <li>• Lift available for patrons with access needs</li> <li>• Any queries while onsite to be directed to Duty Manager, via Ushers or Stage Door Reception</li> </ul>		Unlikely x Minor =  Low	Creative Programming and Duty Manager	Yes
Use of auditorium during a performance (low light levels)	Young people, group members and group leaders	Slips, trips and falls.  Sprains and Strains  Panic attack  Emotional distress	<ul style="list-style-type: none"> <li>• Sufficient light levels in auditorium during incoming, interval and post show</li> <li>• Group organisers inform us at the time of booking of any access needs</li> <li>• Lit treads to highlight change of level</li> <li>• Stair nosing of contrasting colour to delineate edge of step</li> <li>• Group supervisors are advised that they are responsible for their group</li> <li>• Auditorium checks are carried out before opening to ensure no obstructions or trip hazards are present</li> <li>• Ushers have access to torches to help guide people where needed</li> </ul>		Unlikely x Minor =  Low	Duty Manager, Technical HODs and Facilities Manager	Yes

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			<ul style="list-style-type: none"> <li>Steps stay lit during the performance to help navigate the space</li> <li>FOH team to have direct communication with lead booker from group or school when challenge or queries arise</li> </ul>				
Underage children consuming alcohol	Young people	Poisoning, accidents from intoxication, emotional distress	<ul style="list-style-type: none"> <li>Hospitality staff trained to challenge 25 (age check valid Identification)</li> <li>Hospitality staff trained to monitor and be vigilant regarding customers who seem intoxicated</li> <li>Hospitality staff and Duty Manager trained to be vigilant regarding customer purchasing for those who are underage</li> <li>Ushers are trained to inform the Duty Manager of any suspicious behaviour</li> </ul>		Unlikely x Minor = Low	Hospitality Supervisors and Management and Duty Manager	Yes
Child neglect, safety and wellbeing	Young people	Physical abuse Emotional distress Neglect Personal abuse	<ul style="list-style-type: none"> <li>Safeguarding team are trained to spot and identify possible signs of child neglect and wellbeing</li> <li>Duty Managers and FOH staff have all completed online training via the provider iHasco in safeguarding level 2 for both children and adults.</li> <li>Practitioners who deliver workshops and work directly with young people are DBS checked. .</li> <li>If staff member is not DBS checked, they are to be accompanied by another person.</li> </ul>		Unlikely x Minor = Low	Creative Programming team, Safeguarding team, Duty Manager, Technical HODs and FOH staff	Yes

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			<ul style="list-style-type: none"> <li>There is a lost child and vulnerable persons policy and procedure “the gardener” of which all FOH staff are aware of.</li> <li>All Technical staff who work with the public and children have received in house safeguarding training delivered by a DSL or DSO trained person.</li> </ul>				

Assessed by	Position	Company name	Date
Thomas Preston	Visitor Experience Manager	Curve Theatre	20/02/2024
Lily Viney	Creative Programmes Community Practitioner	Curve Theatre	
Kay Hardiman	Director of Creative Programmes	Curve Theatre	
Approved by	Position	Company name	Date for revision
Thomas Preston	Visitor Experience Manager	Curve Theatre	February 2025 or before if any significant changes happen.

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To calculate the residual risk level, cross reference the potential consequence with Likelihood. E.g Moderate x Possible = High. So the residual risk would be high.

		Potential Consequences (Severity)					
		Minor injuries or discomfort. No medical treatment or measurable physical effects	Injuries or illness requiring medical treatment. Temporary impairment	Injuries or illness requiring hospital admission	Injury or illness resulting in permanent impairment	Fatality	
		Not significant	Minor	Moderate	Major	Severe	
Likelihood	Expected to occur regularly under normal circumstances	<b>Almost certain</b>	Medium	High	Very High	Very High	Intolerable
	Expected to occur some time	<b>Likely</b>	Medium	High	High	Very High	Very High
	May occur at some time	<b>Possible</b>	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances	<b>Unlikely</b>	Low	Low	Medium	Medium	High
	Could happen, but probably never will	<b>Rare</b>	Very Low	Low	Low	Low	Medium

Very Low – Low; Activity can continue with monitoring.

Medium; Activity can continue with caution, if 'reasonably practicable' and proportionality have been applied, activity continues to be monitored.

High; Activity should not go ahead until risk has been reduced further. If the risk cannot be reduced further, please seek guidance from the Health and Safety committee.

Intolerable; Activity should not go ahead. Further Guidance can be obtained from the Buildings and Technical Director.