



## Curve Theatre Health & Safety Management System

Doc Ref: VEX03  
RA Number:  
Version: 11

### Risk Assessment

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Number of appendices:

Name of assessor(s)	Thomas Preston	Date of assessment	March 2025
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Department	Visitor Experience	Work area	Curve theatre public spaces
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Task/Event being assessed	Schools and Groups in Attendance
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		<b>Potential Consequences (Severity)</b>				
		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
		<b>Not significant</b>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>	<b>Severe</b>
Likelihood	Expected to occur regularly under normal circumstances	Medium	High	Very High	Very High	Intolerable
	Expected to occur some time	Medium	High	High	Very High	Very High
	May occur at some time	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances	Low	Low	Medium	Medium	High
	Could happen, but probably never will	Very Low	Low	Low	Low	Medium



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A Hazard is something that has the potential to cause harm	What is the risk (probability & severity) of the hazard causing harm or damage?	Assessment Without Controls	All the safety control measures set out below should be in place. Any not in place, identify in additional requirements section of the RA	Assessment with Controls	Other Actions Required
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	Risk Evaluation without Control Measures	S	L	R	Current Control Measures to Reduce the Risk	S	L	R	Actions
	<b>Risk of being struck by vehicle</b>	<b>Unlikely</b>	<b>Major</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Drop off point designated on Queen Street, which is communicated to groups in advance of arrival by Box Office, allowing safe disembarkation from vehicles onto the pavement.</li> <li>Duty manager is made aware of schools/ groups in attendance via access sheets provided by Box Office before the house opens.</li> <li>One-way traffic system in vicinity of Theatre.</li> <li>Speed restrictions on roads in vicinity of Theatre.</li> <li>Schools and Groups are 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>	<b>Unlikely</b>	<b>Minor</b>	<b>Low</b>	



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	Emotional distress, physical harm, abduction.	<b>Unlikely</b>	<b>Moderate</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Duty Manager 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> <li>• CCTV in operation to locate a lost person.</li> <li>• Radio communication between appropriate staff.</li> <li>• There is a <a href="#">lost child and vulnerable persons procedure</a> "the gardener" of which all FOH staff are aware and trained in.</li> </ul>	<b>Unlikely</b>	<b>Minor</b>	<b>Low</b>	
ated activity	Slips, trips and falls.  Sprains and Strains	<b>Possible</b>	<b>Minor</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• First aid trained staff members always on site when open to the public.</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> </ul>	<b>Possible</b>	<b>Minor</b>	<b>Medium</b>	



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					<ul style="list-style-type: none"> <li>Any queries while onsite to be directed to Duty Manager, via Ushers or Stage Door Reception</li> </ul>				
els)	<p>Slips, trips and falls.</p> <p>Sprains and Strains</p> <p>Panic attack</p> <p>Emotional distress</p>	<b>Unlikely</b>	<b>Minor</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Sufficient light levels in auditorium during incoming, interval and post show – Curve tech responsible and Duty Managers to check before opening house to public.</li> <li>Group organisers inform Curve at the time of booking of any access needs/requirements.</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 by ushers and Duty Manager before opening to ensure no obstructions or potential trip hazards are present.</li> <li>Ushers have access to torches to help guide people where needed.</li> <li>Steps stay lit during the performance to help navigate the space.</li> <li>VE team to have direct communication with group booker/lead from group or school when challenge or queries arise.</li> </ul>	<b>Unlikely</b>	<b>Not Significant</b>	<b>Low</b>	



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<p>Poisoning, accidents from intoxication, emotional distress</p>	<p><b>Possible</b></p>	<p><b>Moderate</b></p>	<p><b>High</b></p>	<ul style="list-style-type: none"> <li>• Hospitality staff trained to challenge 25 (age check valid Identification).</li> <li>• Hospitality and VE staff (including Security Officers) trained to monitor and be vigilant regarding customers who seem intoxicated.</li> <li>• Hospitality staff, Security Officers and Duty Manager trained to be vigilant regarding customer purchasing for those who are underage.</li> <li>• All FoH staff are trained to inform the Duty Manager of any suspicious behaviour</li> </ul>	<p><b>Unlikely</b></p>	<p><b>Minor</b></p>	<p><b>Low</b></p>	
<p>Physical abuse Emotional distress Neglect Personal abuse</p>	<p><b>Unlikely</b></p>	<p><b>Moderate</b></p>	<p><b>High</b></p>	<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>• Duty Managers and practitioners who deliver workshops and work directly with young people are DBS checked.</li> <li>• If staff member is not DBS checked, they must be accompanied by another person.</li> <li>• There is a <a href="#">lost child and vulnerable persons procedure</a> "the gardener" of which all FOH staff are aware and trained in.</li> </ul>	<p><b>Unlikely</b></p>	<p><b>Minor</b></p>	<p><b>Low</b></p>	



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- All Technical staff who work with the public and children have received in house safeguarding training delivered by a DSL or DSO trained person.

**Additional Control Measures**

What Additional Control Measures Are Required?	Who is Responsible for Implementing?	When Will the Additional Control Measures be Implemented by?	Completed Date

Review date	March 2026	Reviewer Name (PRINT)	Thomas Preston – Visitor Experience Manager
		Reviewer Signature	

A formal review should be undertaken:

- As standard on an annual basis



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- In the event of an accident/incident/near hit
- In the event of certain changes such as within team structure or building structure.

In the event of an accident/incident/near hit, or other changes please complete the section below:

Accident/Incident/Near Hit occurrence. Detail below	Detail what steps/additional control measures have been or need to be implemented as a result.	Have the control measures been implemented? If yes, date implemented on	Who implanted the control measures?	How were the control measures implemented?