

Curve Theatre Risk Assessment form



Activity / Role	Schools and groups in attendance	Assessment Number	VEX03	Date assessment written / revised	20/09/2022	Version Number	8
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Other related assessments?	General public access to the premises, Access visitors		Assessment circulated to	External stakeholders, Visitor experience team (Operations), Creative programming and SharePoint.	Permit Number (If applicable)		
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"> Drop off point designated on Queen Street, which is communicated to group in advance of arrival, allowing safe disembarkation from vehicles onto the pavement. Duty manager is made aware of schools/ groups in attendance. One-way traffic system in vicinity of Theatre Speed restriction on roads in vicinity of Theatre 		Unlikely x Moderate = Medium	Group Sales Manager, 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"> Front of house teams aware of schools/groups in the building Schools/groups seated together where possible Drop off points close to the Theatre Clear signage around the Theatre detailing facilities, performance spaces and fire exits Safeguarding system and policy in place to manage the situation CCTV in operation to locate a lost person Radio communication between appropriate staff 		Unlikely x Minor = Low	Duty Manager, Group Sales Manager, Stage Door Reception and Safeguarding team	Yes



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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"> • First aid trained staff members on site • Separate risk assessments for specific activities • Teachers and Curve staff in attendance • Lift available for patrons with access needs 		Unlikely x Minor = Low	Group Sales Manager, 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"> • Sufficient light levels in auditorium during incoming, interval and post show • Group organisers inform us at the time of booking of any access needs • Lit treads to highlight change of level • Stair nosing of contrasting colour to delineate edge of step • Group supervisors are advised that they are responsible for their group • Auditorium checks are carried out before opening to ensure no obstructions or trip hazards are present • Ushers have access to torches to help guide people where needed • Steps stay lit during the performance to help navigate the space 		Unlikely x Minor = Low	Duty Manager, LX department, facilities,	Yes
Underage children consuming alcohol	Young people	Poisoning, accidents from intoxication, emotional distress	<ul style="list-style-type: none"> • Hospitality staff trained to challenge 25 (age check valid Identification) • Hospitality staff trained to monitor and be vigilant regarding customers who seem intoxicated 		Unlikely x Minor = Low	Hospitality, Hospitality management and Duty Manager	Yes

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			<ul style="list-style-type: none"> Hospitality staff and Duty Manager trained to be vigilant regarding customer purchasing for those who are underage Ushers are trained to inform the Duty Manager of any suspicious behaviour 				
Child neglect, safety and wellbeing	Young people	Physical abuse Emotional distress Neglect Personal abuse	<ul style="list-style-type: none"> Safeguarding team are trained to spot and identify possible signs of child neglect and wellbeing Duty Managers and FOH staff have all completed online training via the provider iHasco in safeguarding level 2 for both children and adults. Practitioners of CYCC and workshops are DBS checked. If staff member is not DBS checked, they are to be accompanied by another person. We have a lost and missing persons policy of which all staff are informed of. All staff are trained using an online format (iHasco) in safeguarding level 2 for both children and adults 		Unlikely x Minor = Low	Safeguarding team, Duty Manager, FOH staff	Yes
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Assessed by	Position	Company name	Date for revision
Layla Eyres	Group Sales Manager	Curve Theatre	20/09/2023 or before if any significant changes happen.
Approved by	Position	Company name	Date for revision
Thomas Preston	Visitor Experience & Hospitality Manager	Curve Theatre	20/09/2022 or before if any significant changes happen.

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.

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			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	Almost certain	Medium	High	Very High	Very High	Intolerable
	Expected to occur some time	Likely	Medium	High	High	Very High	Very High
	May occur at some time	Possible	Low	Medium	High	High	Very High
	Not likely to occur in normal circumstances	Unlikely	Low	Low	Medium	Medium	High
	Could happen, but probably never will	Rare	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.