

# RISK ASSESSMENT

Activity / Operation	School Visits	Location	Dartford Orchard Theatre			
Description of activities	School Visits to the Orchard Theatre					
Who might be at risk	Public & Young People					
Employees	Contractors	Public	X	Young People	X	

Description of Hazard	Likelihood	Severity	Risk	Score	
Risk Before Precautions	1. Injury caused by failure to follow the venue emergency evacuation procedure.	3	5	15	Medium
	2. Injury caused by accessing unauthorised areas.	3	5	15	Medium
	3. Injury caused to other customers by inappropriate behaviour.	3	3	9	Low
	4. Injury caused by slips and trips	4	4	16	High
	5. Injury caused by falling into the orchestra pit as a result of climbing onto the pit rail	3	5	15	Medium
	6. Injury caused by falling off balcony.	3	5	15	Medium
	7. Injury caused by falling items. (from the balcony)	3	5	15	Medium

## Recommended Precautions

1. Schoolchildren must be supervised by the school at all times & in the event of an emergency follow the instructions of venue staff.
2. School children must be supervised by the school at all times & only public areas of the venue must be accessed.
3. The behaviour of schoolchildren must be controlled by their supervisors to ensure there is no disruption to other customers.
4. School supervisors must ensure that schoolchildren are adequately marshalled & supervised to prevent running around and horseplay. Venue staff will adequately display hazards such as wet floors with cones and / or signage.
5. School supervisors must ensure that schoolchildren are adequately supervised & controlled to prevent access to the orchestra pit rail. FOH staff must monitor the area.
6. School supervisors & FOH venue staff must monitor the area to ensure that schoolchildren are not leaning over the balcony. There is a balcony rail positioned at the bottom of the stairs.
7. School supervisors must ensure that no objects are placed on the balcony rail. FOH venue staff must monitor the area.

Description of Hazard	Likelihood	Severity	Risk	Score	
Risk After Precautions	1. Injury caused by failure to follow the venue emergency evacuation procedure.	2	5	10	Low
	2. Injury caused by accessing unauthorised areas.	2	5	10	Low
	3. Injury caused to other customers by inappropriate behaviour.	2	3	6	Low
	4. Injury caused by slips and trips	3	3	10	Medium
	5. Injury caused by falling into the orchestra pit as a result of climbing onto the pit rail	3	4	12	Medium
	6. Injury caused by falling off balcony.	3	5	15	Medium
	7. Injury caused by falling items.	3	5	15	Medium

Details of Further Action Required

Risk Scale	
Likelihood	Severity
1 = Improbable	1 = Slight
2 = Remote	2 = Minor
3 = Possible	3 = Moderate
4 = Probable	4 = Major
5 = Frequent	5 = Fatal

Score & Action	
1-5 Very Low	Improve if Possible
6-10 Low	Improve if Possible
11-15 Medium	Further Action Required
16-20 High	Immediate Action Required
21-25 Very High	Immediate Action Required

Date for Review	22/10/22
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Assessed By	Terri McCann	Position	Community & Creative Learning Officer	Date	22/10/22
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