**Risk Assessment Form**

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| Title of Risk Assessment | Schools and Groups  |  Date of assessment | 08/08/2025 |
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| Department | Ops / VE / CL | Date review due | 08/08/2026 |
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| Description of Task/Process | Schools and groups use of the front of house spaces, backstage and workshop activities and learning activities across Warwick University campus. |
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| Assessment carried out by | Ben Suffolk / Beth Evans / Gemma Wright |  |
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| Additional information | This RA is to be used in conjunction with *WAC Safeguarding and Whistleblowing Policies*, and the *Lost Child Procedure.* |

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| [**Hazards and how they may cause harm**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/hazidentification/) | [**Who may be at Risk?**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/peopleatrisk/) | **Existing** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) | **Current** [**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf)(**VL,L,M,H,VH**) | **Where current risk is** **M, H or VH, what additional** [**Control Measures**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskcontrols/) **are required?** | **Action required by whom & by when?** | **Final**[**Risk Level**](https://www2.warwick.ac.uk/services/healthsafetywellbeing/managingrisks/riskassess/matrix_for_risk_evaluation.pdf) |
| **Access** | Schools & groups visiting WAC to be able to evacuate efficiently and safely in the event of an emergency when visibility could be restricted. | Temporary obstructions must be removed promptly (especially if on an emergency exit route). Illuminated emergency exit signs and emergency lighting are provided. Automatic doors regularly maintained and can also be opened manually.Fire doors are to required standard and smoke tight. Automatic doors carry warning signs.All glass doors have stickers / patterns to ensure customers don’t walk into glass.Handles are positioned at an appropriate distance from the edge of glass doors to avoid trapped fingers.When school parties enter or leave the building a member of staff will greet them and guide them to venues / or coaches and a member of staff will hold open the main glass doors to avoid trapped fingers and any other injuries.Security measures do not conflict with emergency exit requirements.All exits are wide enough for wheelchair users, transit seats are available to assist wheelchair users down the stairs.All emergency exits are checked by Operations Assistants and VEA’S before each performance. All VEA’S (and volunteers) are trained to keep all evacuation routes clear at all times. | **Moderate**  |  Daily checks of venue and weekly visual maintenance checks. VEA’S check of space before a performance. |  VE - Operations Assistant and Duty Manager. Opening checks and ongoing through day Estates - Maintenance programmeEstatesOps/VEOpsOps/VEVEVEOps/VEOps/VEVE | Normally **low**, but could be moderate to high in exceptional circumstances. |
| **Slips Trips and Falls** | Staff, pupils, and group members visiting WAC may suffer serious, possibly fatal, injuries if they fall from or on stairs, or suffer injuries such as sprains and fractures if they slip on spillages, trip over objects etc.  | Adequate lighting.All steps have visible nosing.No trailing cables or obstructions in walkways.Cable covers used where appropriate.Good housekeeping, areas kept tidy and equipment stored suitably. Any liquid on the ground cleared up immediately and warning signs displayed.A handrail is provided on all staircases.Cleaning and maintenance is done regularly and immediately where repair is required. Warning signs are put out if necessary. | **Moderate**  | Daily checklist. Pre performance checks.Develop a joined-up approach to working between key departments. All staff to report any maintenance needed or possible hazards to VE. | All departments to be visually aware when walking around the venue and alert VE/Ops to any possible dangers.  | Low to moderate.  |
| **Electricity** | Schools and groups visiting WAC may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation. | Electrical installation and all equipment inspected by a competent person according to a planned inspection programme, and maintained as necessary. Qualified person to carry out PAT testing on appliances in accordance with ***HSE book, HSG107*** Maintaining portable and transportable electrical equipment. All appliances brought onto site (toasters, fans etc.) must first be tested for electrical safety by qualified person.Any temporary power provision to be installed by a competent person with additional attention being paid to the parts of this risk assessment with regard to cable routing and obstructions.Faulty or damaged equipment is immediately removed from use. | **Moderate**  | Ensure all service managers are aware, and reminded annually for procedures / test paperwork.  | VE/Ops monitoring.Technical – annuallyEstates/Technical | Low  |
| **Fire**  | Schools and groups visiting WAC may suffer serious, possibly fatal, injuries from smoke inhalation, burns or structural collapse. | Combustible materials are kept to a minimum and sources of ignition are controlled.Fire doors are not obstructed – Hall, Theatre, Studio, WSR auditorium doors are on electronic system and close automatically on alarm being triggered.Smoke/heat alarms and aspirators are installed. Exit routes are signed and provided with emergency lighting.There is an adequate fire alarm system and appropriate fire extinguishers and break glass points are provided. Staff are instructed in the action to be taken in emergencies and where the safe evacuation areas are.Fire policy document is updated annually and distributed to all staff.All VEA’S are trained to assist in evacuating disabled customers and we have effective procedures in place.VEA’S regularly receive evacuation training and we have detailed evacuation cards for each venue which VEA’S read before each performance.  | **Moderate**  | All combustible material to be stored in appropriate cupboards.Daily checks of venue and weekly visual maintenance checks. Ongoing staff training to keep details and evacuation plans up to dateTo be updated and saved to M-drive.Steward training is regularly repeated. | VE - Operations Assistant and Duty Manager. Opening checks and ongoing through day: Ops as Fire Marshalls.TrinityWACTrinityWACAP / BSVEVE | Low to moderate |
| **Working at height** E.g., Changing light bulbs and promotional displays. | Serious or even fatal injury could occur if a staff member or contractor falls from height. Staff and Public below also at risk. | Ladders to be suitable, regularly inspected, and used for short periods by trained staff. All work at height is in line with the ***"Work at Height regulations 2005".***Work at height follows ***HSE WAIT guidelines.*** | **Moderate** | Staff required to work at height to be given appropriate training.To include the appropriate cordoning off of areas | Competent trainer – member of Ops staff. | Low to moderate |
| **Furniture**  | Schools and groups visiting WAC at risk of cuts, abrasions, and contusions if furniture not maintained. | Staff to ensure there are no rips, protruding screws or sharp edges.Any seat that is not in suitable condition is clearly marked and not used. | **Moderate** | Daily checklist | Ops | Low |
| **Noise**  | Prolonged or over exposure to loud noise can lead to damage to hearing of schools and groups visiting WAC.  | Noise levels front of house and public areas are in line with ***"The Control of Noise at Work Regulations 2005".***Noise levers are regularly monitored during rehearsals and prior to live performances and events.Ear plugs are available if requested.VEA’S issued with ear plugs where applicable.Performances spaces are monitored according to ***HSE "Sound Advice"*** guidelines for the entertainment industry. | **Moderate** | Signage and protection offered. Pre check & during performance.Noise levels log should be created. | Technical Staff - using an appropriate decibel meter and adhering to working directive on loud and incessant noise.VEVEVE/Technical | Low |
| **Temporary Exhibitions** | Changes to the layout of a space can lead to narrowing of exit routes putting schools and groups visiting WAC at risk.  | Sufficient stewarding considered competent by the Visitor Experience Manager, available to monitor and support visitors attending events.Temporary displays, exhibitions, banners etc. installation to be carried out / monitored by a competent person.Exhibitions / display boards / banners never obscure fire exits or ramps or block fire routes. Conference Assistants are trained as to where displays can go, Ops monitor it on a daily basis and remove anything that should not be there and all stands and displays are agreed with the Operations Manager.Minimum distance of 1100mm aisle between stands / exhibitions. | **Moderate** | All VEA’S to receive Health and Safety induction at time of employment. | VE | Low  |
| **Vehicle Movements** | Schools and groups visiting WAC injured by vehicles moving on or around loading / access areas. | Liaise with event organisers about traffic movement and (un)loading of exhibition equipment.Drivers of vehicles with restricted visibility to be marshalled appropriately. | Low |  | VEVE | Low  |
| **School Age Parties attending performances and workshops.** | "Childish" behaviour leading to decreased care and attention to risks. | Sufficient stewarding of foyer and venues.Notify teachers / chaperones of requirements to adequately supervise groups they are responsible for.Circulate current policy to all schools visiting the building | **Moderate** | All VEA’S / creative learning assistants to receive Health and Safety induction at time of employment.Circulate Information sheets. Liaise with school and education department to ensure visiting school RA received. | VE / Creative Learning VE / Box Office / Creative LearningE&O Notes | Low  |
| **Children misusing staircase** | Children falling from height when climbing up the stairs on the wrong side of the hand rail. | If children climb to the top of the stairs on the wrong side of the glass barrier they have a very big drop onto a hard floor beneath them. There is a barrier at a 90° angle so that children cannot climb further than five steps on the wrong side.There is about half a metre of each step on the other side of the handrails / glass barriers.AC staff stops any child they see approaching or climbing on the area in question. | **Moderate** | Report to the DM immediately.Suitable teacher and chaperone numbers  | All  | Moderate to high depending on height of fall.  |
| **Traffic**  | Young audience and their staff at risk of death or serious injury resulting from road traffic accidents. | Teachers/chaperones notified of requirements to adequately supervise groups they are responsible for.Primary School parties advised to park/drop off in locations that do not require crossing of roads.Circulate current policy to all schools visiting the building.  | **Moderate** | Schools & groups receive pre-visit information from the Box Office Group Bookings team regarding coach/minibus drop-off location, and safe walking routes. | VE/Creative Learning/Box OfficeVE/Creative Learning/Box OfficeVE/Creative Learning/Box Office | Low  |
| **Personal injury through participation.** | Injury such as cuts, bruises, sprains and strains through participation in physical activity workshops or performances, or through participation in a venue tour. | Adequate warm-up before physical activity, and supervision of participants by professional artists and teachers/chaperones.Where applicable, adequate rehearsal with a professional artist before arrival at rehearsal and performance days.Notifying artists of requirement to clearly identify all risks to participants within their performance/workshop area before rehearsals begin. | **Moderate**  | Making visiting artists aware of how to contact a staff member for first aid assistance if required.Advising participants and staff on the risks and dangers of backstage areas, including trip hazards, low-level lighting and blackouts and sudden loud noises. | Creative LearningCreative LearningCreative Learning | Low  |
| **Campus-based educational activities, including art trails.** | Personal injury as above, or risk of death or serious injury resulting from educational activities that take place in outside locations on campus, or involve walking across campus to reach other buildings/departments. | Children and young people supervised at all times whilst on campus by teachers/chaperones or Creative Learning staff.Verbal introductions to activities that include a briefing on the potential dangers of the site, including traffic, busy roads, bicycles and debris from student activities and advice on how to stay safe.Walking routes planned in advance of activity to allow for use of pedestrian-only paths where possible, and the use of designated crossings for roads. | **Moderate**  | Teachers and parents of participants advised regarding the requirement for adequate clothing and footwear for activities.As required, specific risk assessments written for activities and events.CL team will do a ‘sweep’ of some of the places that there may be hazards around- i.e broken glass by the ‘Schottlander’ sculpture. | Creative LearningCreative LearningCreative Learning | Low  |
| **High Temperature**  | Schools and groups could become dehydrated if temperature unmonitored. | Duty Manager can contact Estates immediately if temperature needs altering.Estates check filters / air ducts /ventilation regularly. Air-handling across all performance spaces.Free water is available from foyer water fountains.  | **Moderate**  | Adequate Building Management System training and access to systems for Operations Assistants.Maintenance programme. | OpsEstatesWAC | Low  |
| **Smoking**  | Schools and groups at risk of burns, smoke inhalation and fire if cigarettes are not correctly extinguished leading to burns / death.  | No smoking signs are in place on all entrances to the building and around the foyer area in compliance with the current smoking laws.All staff are trained on our procedures to deal with customers who are found smoking.We have a written policy on dealing with customers and / or artists who are found smoking inside the building.Multiple designated smoking areas are provided away from the building for staff and artists. | Low  |  | VEAll WAC staffVEVE | Low  |
| **Safeguarding incidents whilst children or vulnerable adults are visiting WAC** | Participants/Artist/Staff | * Appropriate policies and training in place (see WAC Safeguarding and Whistleblowing Policies)
* Lost Child Procedure in place and staff trained.
* Clear reporting mechanisms in place.
* Any artist, assistants and CL team members present are DBS checked.
* Designated Safeguarding Officer on call.
* School to provide any safeguarding concerns in advance of visit with Box Office.
 | Low | * Box Office to notify VE and CL of safeguarding concerns from school in advance and create a plan across all teams.
 |  | Low |

**Work should not be carried out until the assessment is completed and all required control measures are in place.**

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| **Overall Final Risk Rating** (Highest level in final column above) | **Normally low, but could be moderate to high in exceptional circumstances.** |
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| **Additional Comments from Risk Assessor**(e.g. funding or practical implications) | Send "Advice to Visiting Schools" information sheets to relevant parties. Additional manual handling tasks to be individually risk assessed using HSE’s ***"Manual handling assessment charts INDG383"***    |
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| Approved By | Ben Suffolk  |  | Position | Operations Manager |
| Date | 12.08.25 |  |  |  |

Please print a copy, sign it and keep for your records

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|  | **Severity** |  |  | **Risk Level** |
| **Likelihood** | Superficial | Minor | Serious | Major | Extreme |  | **Very low** | Acceptable risk - no action required |
| Unlikely | **Very low** | **Very low** | **Low** | **Low** | **Moderate** |  | **Low** | Tolerable risk - further control measures not required, but status must be monitored |
| Possible | **Very low** | **Low** | **Low** | **Moderate** | **High** |  | **Moderate** | Further control measures required to reduce risk as far as is reasonably practical |
| Likely | **Low** | **Low** | **Moderate** | **High** | **Very high** |  | **High** | Urgent action required to allow activity to continue |
| Very likely | **Low** | **Moderate** | **High** | **Very high** | **Very high** |  | **Very high** | Risk intolerable - activity must cease until the risk has been reduced |
| Extremely likely | **Moderate** | **High** | **Very high** | **Very high** | **Very high** |  |  |  |

See ‘[Matrix for risk evaluation](file:///%5C%5Cads.warwick.ac.uk%5Cshared%5CSF%5COCH%202006%5CManagement%20System%5C01%20Hazards%20and%20Risk%5C0104%20General%20Risk%20Assessment%5C02%20Templates%20and%20Master%20Versions%5CRisk%20Evaluation%20Matrix%20v3%2013%2009%2017.pdf)’ for further guidance.