

## RISK ASSESSMENT

### General Visits – Engagement (August 2017)

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Fire exits to be checked before start of events	Young People and adults trapped in event of fire.	Fire exits blocked.	<u>3</u>	<u>5</u>	<u>N</u>	Front of House staff to ensure In advance of event that all fire doors are unlocked and all exits are unblocked.  Selected Front of House staff are trained fire marshals.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>2</u>	Arrival at HOME	Visitors with disability unable to gain access.	Automatic doors not working.  Blocked entranceway.	<u>5</u>	<u>2</u>	<u>N</u>	To ensure in advance of event that automatic doors are operational and that the entranceway / foyer have been cleared of any unwanted objects.	<u>1</u>	<u>2</u>	<u>Y</u>
<u>3</u>	Meeting in HOME foyer	Young people could get lost.	Meeting point unknown.	<u>3</u>	<u>3</u>	<u>N</u>	Group to be informed of when and where to meet. Also given directions to HOME.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>4</u>	Entering ground floor Box Office foyer	Slips, trips, falls.	Slippery / wet floor.  Cleaning equipment not removed.  No supervision.  Young people running / behaving inappropriately.	<u>3</u>	<u>4</u>	<u>N</u>	Cleaning team to be notified of any visits outside of normal hours.  To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry.  If raining outside, HOME staff to place slippery surface sign in foyer.  Young people to be under close supervision of accompanying adults and behaving appropriately.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>5</u>	Moving around building	Slips, trips, falls	Blocked public thoroughfares in building.	<u>3</u>	<u>5</u>	<u>N</u>	Cleaning team to be notified of any visits outside of normal hours.  To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry.  General good house keeping to be maintained and no cables etc to be left unsecured.	<u>1</u>	<u>5</u>	<u>Y</u>

		<p>Injury/ trips/ falls/ electric shock/ death</p> <p>Young people may get lost / abduction</p> <p>Visitors with disability unable to gain access.</p> <p>Equipment broken or stolen.</p>	<p>Poor lighting.</p> <p>Visitors exploring the building unsupervised and gaining access to areas that are generally unsafe or unsafe due to technical installation or maintenance taking place.</p> <p>Unfamiliar surroundings.</p> <p>No supervision.</p> <p>Accompanying adults unaware of public building hazards.</p> <p>Main lifts not working as under maintenance or broken.</p> <p>Automatic doors not operational</p> <p>No supervision.</p> <p>Equipment left unsecured.</p>				<p>Front of House Managers are trained First Aiders.</p> <p>To ensure that the building is appropriately lit when people are visiting. Areas where maintenance or installation etc is taking place to be well signed, locked to the public or cordoned off.</p> <p>All unsafe maintenance cupboards or plant areas to be locked.</p> <p>All back of house areas to be locked or restricted to staff with fob access only. These staff to be briefed on areas to be avoided during maintenance etc. These staff to be responsible for leading back of house tours for the public.</p> <p>Front of House Managers are trained First Aiders.</p> <p>Group leaders/ teachers to be aware of the young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.</p> <p>Group leaders/ teachers to be aware of the young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.</p> <p>All accompanying adults to be aware that the venue is a public building and of the possible hazards.</p> <p>2 lifts are available. 1 to always be working unless broken and unavoidable.</p> <p>FOH or cleaners (if outside normal business hours) to ensure that automatic doors are operational.</p> <p>Equipment to be fixed securely where possible or to be locked away or supervised by HOME staff when in use.</p>			
<u>6</u>	Visiting public toilets	Slips, trips, falls.	Wet, slippery floor.	<u>3</u>	<u>5</u>	<u>N</u>	To ensure all cleaning equipment removed from public areas and toilets and that floor is	<u>1</u>	<u>5</u>	<u>Y</u>

		<p>Contact with non-associated adults.</p> <p>Fire</p> <p>Young people trapped inside toilet</p>	<p>Cleaning equipment not removed.</p> <p>Young people running / behaving inappropriately.</p> <p>Lack of staff training and supervision of building and visitors.</p> <p>Members of public using toilets. Young people unsupervised.</p> <p>Misbehaviour, including smoking in the building.</p> <p>Young people unable to unlock the door.</p>				<p>dry before events. HOME staff member to complete one toilet check during event.</p> <p>Front of House Managers are trained First Aiders.</p> <p>Box Office and Front of House staff to be made aware of young people's presence and be extra vigilant in ensuring that the safety of groups is of prime concern at all times. Any odd activity from adult visitors to be reported to FOH and followed up by them.</p> <p>Young people will not ever be supervised by staff in the toilets but staff will ensure that toilets are checked prior to breaks to make sure that no members of the public are loitering. Front of House Staff will keep an eye on who uses the toilets throughout days when young people are on site.</p> <p>Young People to be warned at start of event that HOME is a non-smoking building.</p> <p>Public toilet doors can be unlocked from the outside by HOME Front of House staff.</p> <p>Selected Front of House staff are trained fire marshals.</p>			
<u>7</u>	Young people working with staff and other young people	Child protection/ safeguarding issues	Staff not trained, young people disclosing information, no supervision by trained and DBS checked staff	<u>2</u>	<u>4</u>	<u>N</u>	All Engagement staff to be DBS checked and to complete child protection training. All staff to read HOME's Child Protection and Safeguarding Policy and report any disclosures to Head of Engagement.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>8</u>	Lunch breaks – consuming packed lunches and leaving the premises	<p>Injury off site</p> <p>Blocked fire escape routes and main exits.</p>	<p>Accident</p> <p>Groups congregating in public thoroughfares, in fire escape routes and</p>	<u>2</u>	<u>5</u>	<u>N</u>	<p>Group leaders/ teachers to be aware that HOME is not responsible for the welfare or supervision of groups when they leave the building.</p> <p>Group leaders/ teachers to be aware of young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.</p> <p>Groups to be advised of HOME's lunch-time policy as stated in Teachers' Guide. Groups will be encouraged to buy lunch in the café or when</p>	<u>1</u>	<u>5</u>	<u>N</u>

		Access to alcoholic drinks	main exits to eat packed lunches.  Young people gain access to alcoholic drinks at HOME.				possible, Engagement team staff will book a room for groups to eat their packed lunches in.  Group leaders/ teachers to be aware of young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.  All accompanying adults to be aware the venue is a public building and of the possible hazards.  All accompanying adults to check their groups regularly.  Café Bar staff to be made aware before event of young people's presence and to be extra vigilant when serving drinks to young people.			
<u>9</u>	Working in / visiting building when fire alarm sounds	Trapped if fire  Slips, trips, falls.	Panic in unfamiliar surroundings.	<u>2</u>	<u>5</u>	<u>N</u>	Young people and accompanying adults to be made aware of the fire procedure at the start of the event.  Selected Front of House staff are trained fire marshals.  Young people not to be left unsupervised.  FOH team to be present in building at all times of building being open to the public and to ensure evacuation procedures are followed in each area.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>10</u>	Visiting HOME / being in the building during a terrorist attack	Trapped in building  Injury, death  Hostage situation	Lack of guidance provided to HOME staff.  Lack of terror attack plan at HOME.  Panic in unfamiliar surroundings.  Fire exits blocked.	<u>2</u>	<u>5</u>	<u>N</u>	HOME is linked into communication network relating to terror threats in the city.  HOME has a clear terror risk plan in place to protect visitors should a threat be communicated. This could lead to an evacuation of the building, or a lockdown, if remaining inside the building would be a safer option.  HOME Front of House staff are trained in evacuating the building and what to do in the event of a lockdown.	<u>1</u>	<u>5</u>	<u>Y</u>

							Front of House staff to ensure in advance of event that all fire doors are unlocked and all exits are unblocked.			
							Young people to be supervised by group leader/ teacher at all times.			

## Cinema Visits – Engagement (August 2017)

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Moving from ground floor to cinemas	Slips, trips, falls.  Visitors with disability unable to gain access.	No supervision.  Young people running / behaving inappropriately.  Cinemas lift unable to be accessed by group as no supervision by staff with appropriate fob access to cinemas lift.  Cinemas automatic doors not operational.	<u>3</u>	<u>3</u>	<u>N</u>	Young people to be under close supervision of accompanying adults and behaving appropriately.  Front of House Managers are trained First Aiders.  Visitors requested to notify HOME in advance of special requirements, If visitors with access requirements turn up unannounced, FOH Manager to be called to enable access to cinemas lift.  FOH or cleaners (if outside normal business hours) to ensure that automatic doors are operational.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>2</u>	Entering and exiting cinemas auditoria	Slips, trips, falls.	No supervision.  Young people running / behaving inappropriately.  Poor lighting.  Step lightings not illuminated.  Items left in walkways	<u>3</u>	<u>4</u>	<u>N</u>	Young People to be under close supervision of accompanying adults and behaving appropriately.  FOH to ensure cinemas lights are appropriately illuminated when young people enter and depart.  FOH to ensure step lights illuminated for events.  Staff to ensure walkways are clear.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>

## Theatre Visits – Engagement (August 2017)

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Moving from ground floor foyer to stalls on ground floor	Slips, trips, falls.  Visitors with disability unable to gain access.  Injury or damage to set	No supervision.  Young people running / behaving inappropriately.  Poor lighting.  Doors not automated and no staff manning access.  Audience accessing dangerous and unfamiliar stage area and backstage area through unlocked and unmanned door next to stalls.	<u>3</u>	<u>4</u>	<u>N</u>	Young people to be under close supervision of accompanying adults and behaving appropriately.  FOH to ensure theatre lights are appropriately illuminated when young people enter and depart.  All doors to be manned by a member of staff and staff will be informed of advance wheelchair user bookings.  Entrance door to stalls to be manned at all times when the theatre is open and staff member to ensure audience do not enter stage or backstage areas.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>2</u>	Moving from ground floor foyer to circle or upper circle	Slips, trips, falls.	No supervision.  Young people running / behaving inappropriately.  Poor lighting.	<u>3</u>	<u>4</u>	<u>N</u>	Young People to be under close supervision of accompanying adults and behaving appropriately.  Front of House Managers are trained First Aiders.  FOH to ensure theatre lights are appropriately illuminated when young people enter and depart.	<u>1</u>	<u>4</u>	<u>Y</u>

# HOME

		Visitors with disability unable to gain access.	Step lightings not illuminated.  Theatre lift unable to be accessed by group as no supervision by staff with appropriate fob access to cinemas lift.  Doors not automated and no staff manning access.				FOH to ensure step lights illuminated for events.  Visitors requested to notify HOME in advance of special requirements, If visitors with access requirements turn up unannounced, FOH Manager to be called to enable access to cinemas lift.  All doors to be manned by a member of staff and staff will be informed of advance wheelchair user bookings.			
<u>3</u>	Audience placing drinks and personal belongings near them whilst watching show.	Slip, trip, fall, injury.	Items being placed in walkways.  Items being placed on circle or upper circle barrier.  Drinks being spilt on floors.	<u>3</u>	<u>4</u>	<u>N</u>	Ushers to keep an eye on items blocking walkways and to remove or ask owners to remove items causing danger or obstruction.  Ushers to ensure no items including drinks are left on the circle or upper circle barriers and to ask people to move their drinks or belongings if this occurs.  Ushers to ensure there are no slip hazards from spilt drinks and to clear up hazardous spillages as soon as possible or to cordon off areas that are dangerous.  Front of House Managers are trained First Aiders.			

## Backstage Theatre Visits – Engagement (August 2017)

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Moving from ground floor foyer to backstage areas	Slips, trips, falls.	Unfamiliar surroundings.  Dangerous walkways.  Obstructed walkways.	<u>3</u>	<u>4</u>	<u>N</u>	Backstage area to be checked prior to tours and made safe. Trailing cables to be made safe or removed. All obstructions to be removed or pointed out to walk around or avoided entirely. All spillages to be cleared up or area avoided.	<u>1</u>	<u>4</u>	<u>Y</u>

		<p>Trailing cables.</p> <p>Spillages.</p> <p>No supervision.</p> <p>Young people running / behaving inappropriately.</p> <p>Poor lighting.</p>	<p>Visitors with disability unable to gain access.</p>	<p>No staff supervision/ support.</p> <p>Stage or set unsuitable or dangerous for wheelchair users or other audience members with specific access requirements.</p>			<p>Groups to be briefed before entering backstage area.</p> <p>Young people to be under close supervision of accompanying adults and behaving appropriately.</p> <p>FOH to ensure theatre lights are appropriately illuminated when young people enter and depart. If no lighting available, area to be avoided unless it can be safely lit with torches.</p> <p>Front of House Managers are trained First Aiders.</p> <p>All doors to be manned by a member of staff and staff.</p> <p>All tours to be run by fully briefed member of staff who has access to both theatre lifts through fob access.</p> <p>Groups requested to inform us in advance of any access requirements and staff to decide how to best cater for certain access needs. Specific risk assessments to be drawn up if required.</p> <p>Tech team to build ramps for access to stage if possible.</p>			
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**The Event Space Visits – Engagement (August 2017)**

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Using outside terrace.	Items being thrown from terrace.	No supervision.	<u>2</u>	<u>4</u>	<u>N</u>	Groups to be supervised by a group leader/ teacher or member of HOME staff when using the event space.	<u>1</u>	<u>4</u>	<u>Y</u>



		Slip, trip, fall.	Rain water causing slipping hazard.  Drinks spilt causing slipping hazard.  Young people running / undertaking dangerous activities e.g. handstands etc.  No supervision				Terrace to be locked by FOH staff if it is not safe to access due to weather or other damage.  HOME staff to supervise and clean up spillages as and when they occur.  Young people to be supervised.  Front of House Managers are trained First Aiders.			
<u>2</u>	Undertaking activities in event space including practical activity.	General public seeing physical workshop activity taking place through the windows - workshop activity could include workshop participants being in compromising positions.  General public taking inappropriate photographs of activity taking place in the space.	Blinds being up in space, enabling people to see in.	<u>4</u>	<u>2</u>	<u>N</u>	Event space to only be used for physical activity if completely necessary and HOME staff to make judgement call on whether blinds should be closed for privacy.  Workshop leaders also briefed to close blinds if necessary.	<u>1</u>	<u>2</u>	<u>Y</u>

## Gallery Visits – Engagement (August 2017)

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
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# HOME

<u>1</u>	Temporary walls	Walls may collapse fully or partly, injuring visitors and damaging artwork.	Inadequate construction materials and methods used to build walls.	<u>2</u>	<u>5</u>	<u>N</u>	Walls to be built by a competent person using proper methods, tools and fixtures & fittings. Specialists to be fully briefed and supervised by Exhibitions Coordinator.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>2</u>	Ceiling mounted projectors	Projector may fall from ceiling, injuring staff or visitors and damaging projector.	Projector is not properly fixed to the ceiling.	<u>2</u>	<u>5</u>	<u>N</u>	Projector to be installed by a competent person using proper methods, tools and fixtures & fittings.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>3</u>	Wall mounted artwork.	Artwork may fall from wall, injuring staff or visitors and damaging artwork.	Artwork not properly fixed to the wall.	<u>2</u>	<u>5</u>	<u>N</u>	Artwork to be installed by a competent person using proper methods, tools and fixtures & fittings.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>4</u>	Wall mounted LED / TV screens screens.	Screens may fall from wall, injuring staff or visitors and damaging artwork.	Screens not properly fixed to the wall.	<u>2</u>	<u>5</u>	<u>N</u>	Screens to be installed by a competent person using proper methods, tools and fixtures & fittings.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>5</u>	All electrical equipment	Electrical appliances may electrocute visitors or staff	Faulty equipment or inadequate installation	<u>2</u>	<u>5</u>	<u>N</u>	Used equipment is regularly PAT tested. All AV equipment is installed by a competent person. Where possible appliances will be located back-of-house.	<u>1</u>	<u>5</u>	<u>Y</u>
<u>6</u>	Trailing cables	Visitors or staff may trip over power cables.	Unfastened cables stretched across the floor.	<u>3</u>	<u>3</u>	<u>N</u>	No cables will be run along the floorspace.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>7</u>	Floor mounted artwork.	Visitors May push artwork, tipping it over and injuring staff or visitors.	The artwork is tall and not fixed to the floor.	<u>4</u>	<u>3</u>	<u>N</u>	The artwork is sufficiently deep and heavy enough to make it stable. Invigilators will patrol the galleries and be told to monitor visitors when interacting with sculpture.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>8</u>	Installation of valuable artwork	Equipment or artwork may be stolen or damaged by visitors	Insecure installation resulting in items being easily removed	<u>4</u>	<u>1</u>	<u>N</u>	All artwork installed using security fixings by a competent person.  Gallery to be monitored by invigilators and FOH staff, especially during large group visits.	<u>1</u>	<u>1</u>	<u>Y</u>

## Practical Workshops – Engagement (August 2017)

NO	TASK	HAZARD (HARM)	CAUSE	LIKELIHOOD	SEVERITY	ACCEPT Y/N	CONTROLS	LIKELIHOOD	SEVERITY	ACCEPT Y/N
<u>1</u>	Undertaking practical activities.	Slips, trips, falls, injury	Work area not managed effectively (objects left lying on floor etc.)  Wet floor from spillages or mopping.	<u>3</u>	<u>4</u>	<u>N</u>	Event staff and accompanying adults to ensure that the work space is always managed correctly. All objects / materials to be stored safely during event and floor space kept clear.  Objects/ furniture (e.g. chairs & tables) to be secured/ positioned correctly.  Cleaning team to be notified of any visits outside of normal hours.  To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry.  HOME staff to ensure floor is free from spillages and to clean up fresh spillages as they occur.  Front of House Managers are trained First Aiders.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>2</u>	Undertaking physical activities	Slips, trips, falls, injury  Safeguarding issues around inappropriate touch.	No supervision.  Poor activity briefing.  Inappropriate room booking.  Misbehaviour or over excitement of participants.  No supervision.  Lack of staff safeguarding training and physical activity training.	<u>4</u>	<u>4</u>	<u>N</u>	Participants to be supervised at all times and to be fully briefed on undertaking activities safely.  Appropriate rooms to be booked for physical activities and room to be made safe and appropriate for specific activities.  Workshop leaders to monitor participant interaction and to stop activities if individuals are creating a danger to others or to themselves.  All activity to be supervised by HOME staff/ trained workshop leader.  Front of House Managers are trained First Aiders.  All HOME staff including contracted freelancers (workshop leaders) to be fully brief on HOME's Child Protection and Safeguarding Policy and to be briefed by HOME staff	<u>1</u>	<u>4</u>	<u>Y</u>

			<p>Staff ignorance around working with certain vulnerable groups of participants.</p> <p>Staff ignorance of religious beliefs and customs</p>				<p>regarding specific activities and appropriate touch.</p> <p>When vulnerable groups are involved, HOME staff will work with service group leader/ teacher etc to ensure that activities are appropriate.</p> <p>All staff and workshop leaders to have understanding of appropriate and inappropriate workshop activities depending on specific religious beliefs and customs and to tailor group activities as and when appropriate.</p>			
<u>3</u>	Moving equipment/boxes	Injury	No manual handling training.	<u>2</u>	<u>4</u>	<u>N</u>	Young people not to attempt any MH tasks.	<u>1</u>	<u>4</u>	<u>Y</u>
<u>4</u>	Working at height	Injury	No training.	<u>1</u>	<u>4</u>	<u>Y</u>	Young people to be advised not to stand on furniture or use steps.	<u>0</u>	<u>4</u>	<u>Y</u>
<u>5</u>	Working with electronic equipment	<p>Electrical faults causing injury/ fire</p> <p>Slips, trips, falls</p> <p>Blocked fire escape routes and main exits</p>	<p>Misuse of equipment.</p> <p>Lack of equipment servicing/ maintenance.</p> <p>No supervision.</p> <p>Electrical cabling not taped down to floor.</p> <p>Equipment left in hazardous areas.</p> <p>Equipment set up in fire evacuation path or too much equipment set up, blocking all exits.</p>	<u>3</u>	<u>5</u>	<u>N</u>	<p>Speakers/ artists/ workshop leaders to be trained in how to use equipment.</p> <p>Participants to be trained in how to use equipment.</p> <p>Equipment to be PAT tested and checked regularly.</p> <p>Young people to be under close supervision of accompanying adults and HOME staff and to be behaving appropriately.</p> <p>All cabling to be taped down to floor before start of event</p> <p>First Aid qualified member of HOME staff in the building at all times.</p> <p>All staff to be briefed on safe working practice and to be responsible for ensuring participants follow safe procedures.</p> <p>Staff to be briefed on fire evacuation routes and to ensure there are clear exit paths at all times.</p> <p>Selected Front of House staff are trained fire marshals.</p>	<u>1</u>	<u>5</u>	<u>Y</u>

# HOME

<u>6</u>	Working with cutting implements (eg. scissors / knives)	Injury	Misuse of implements. No supervision.	<u>3</u>	<u>3</u>	<u>N</u>	Group to be trained in how to use implements.  Young people to be under close supervision of accompanying adults and behaving appropriately.  First Aid qualified member of HOME staff in the building at all times.	<u>1</u>	<u>3</u>	<u>Y</u>
<u>7</u>	Working with arts materials	Injury. Spillage.	Misuse of materials. No supervision.	<u>3</u>	<u>3</u>	<u>N</u>	Group to be trained in how to use materials.  Young People to be under close supervision of accompanying adults and behaving appropriately.  Non-toxic materials and adhesives to be used.  First Aid qualified member of HOME staff in the building at all times.	<u>1</u>	<u>3</u>	<u>Y</u>