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<b>Event:</b>	<b>Location:</b>
<b>Narrative/Comments:</b>	<b>Assessment completed by:</b>
<b>Date:</b>	

**Risk rating = Likelihood x Severity**

Risk rating 1 – 6 = Low risk Improve where possible	Risk rating 7 – 17 = Medium risk Further action may be required	Risk rating 18 – 36 = High risk Immediate action is required
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**General**

Fire exits blocked. Visitors trapped in event of fire.	Young people & adults	Likelihood	3	Visual and sound alarms checked weekly.	Likelihood	1
		Severity	5		Severity	5
Misbehaviour, including smoking in the building.		Risk rating	15	Front of House staff to ensure in advance of event that all fire doors are unlocked and all exits are unblocked.	Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	
				Selected Front of House staff are trained fire marshals and will support those with disabilities to exit the building safely.		
				Young People to be warned at start of event that HOME is a non-smoking building.		
				Public toilet doors can be unlocked from the outside by HOME Front of House staff.		
Automatic doors not working.	Visitors, including	Likelihood	2		Likelihood	1

Blocked entranceway. Unable to gain access.	those with access needs.	Severity	5	To ensure in advance of event that automatic doors are operational. Staff to ensure the entranceway / foyer have been cleared of any unwanted objects.	Severity	5
		Risk rating	10		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	
Visitors getting lost due to unclear meeting point.	Young people, visitors.	Likelihood	3	Group to be informed of when and where to meet. Also given directions to HOME.	Likelihood	1
		Severity	3		Severity	3
		Risk rating	9		Risk rating	3
		<b>MEDIUM</b>			<b>LOW</b>	
Slips, trips, falls entering ground floor Box Office foyer, moving around the building and visiting public toilets.	Young people, visitors.	Likelihood	3	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.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	12		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	
Young people running around, behaving inappropriately, no supervision. May get lost/abduction	Young people, visitors, staff.	Likelihood	3	Young people to be under close supervision of accompanying adults and behaving appropriately.  Group leaders/ teachers to be aware of the young people's whereabouts at all times and ensure adequate provision of responsible adults to supervise.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	12		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	

due to unfamiliar surroundings.				All accompanying adults to be aware that the venue is a public building and of the possible hazards.		
Injury/ trips/ falls/ electric shock caused by poor lighting, visitors exploring the building unsupervised and gaining access to areas that are generally unsafe or unsafe due to technical installation or maintenance taking place.	Visitors, young people.	Likelihood	3	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. All unsafe maintenance cupboards or plant areas to be locked. 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.	Likelihood	1
		Severity	5		Severity	5
		Risk rating	15		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	
Young people having contact with non-associated adults.  Safeguarding risk when visiting public toilets.	Young people	Likelihood	3	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.  All Creative Development staff to be DBS checked and to complete child protection training. All staff to read HOME's Child Protection and Safeguarding	Likelihood	1
		Severity	5		Severity	5
		Risk rating	15		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	

				<p>Policy and report any disclosures to Head of Creative Development.</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.</p> <p>Front of House Staff will keep an eye on who uses the toilets throughout days when young people are on site.</p>		
<p>Lunch breaks – injury off site caused by leaving the premises. Public thoroughfares, in fire escape routes and main exits to eat packed lunches.</p> <p>Access to alcoholic drinks</p>	<p>Young people, visitors, staff</p>	Likelihood	2	<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 <b>as stated in Teachers' Guide</b>. Groups will be encouraged to buy lunch in the café or when possible, Creative Development team staff will book a room for groups to eat their packed lunches in.</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>All accompanying adults to be aware the venue is a public building and of the possible hazards.</p> <p>All accompanying adults to check their groups regularly.</p>	Likelihood	1
		Severity	5		Severity	5
		Risk rating	10		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	

				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.		
Visiting HOME / being in the building during a terrorist attack. Trapped in building. Injury, death. Hostage situation.	All visitors and staff	Likelihood	3	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. 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.	Likelihood	1
		Severity	6		Severity	6
		Risk rating	18		Risk rating	6
		<b>HIGH</b>			<b>LOW</b>	

## Cinema

Slips, trips, falls caused by no supervision. Young people running / behaving inappropriately. Poor lighting.	Young people, visitors.	Likelihood	3	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.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	12		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	

Step lightings not illuminated. Items left in walkways.						
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.	Visitors with access needs	Likelihood	2	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.	Likelihood	1
		Severity	5		Severity	5
		Risk rating	10		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	

**Theatre (including backstage areas)**

Slips, trips, falls when moving to stalls, circle or upper circle. Items being placed in walkways. Items being placed on circle or upper circle barrier.	All visitors	Likelihood	3	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. FOH to ensure step lights illuminated for events. Ushers to keep an eye on items blocking walkways and to remove or ask owners to remove items causing danger or obstruction.	Likelihood	1
		Severity	4		Severity	5
		Risk rating	12		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	

Drinks being spilt on floors.				<p>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.</p> <p>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.</p>		
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.	Visitors requiring access to lift	Likelihood	2	<p>All doors to be staffed by a member of staff and staff will be informed of advance wheelchair user bookings.</p> <p>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 lift.</p>	Likelihood	1
		Severity	5		Severity	5
		Risk rating	10		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	
Injury or damage to set. Audience accessing dangerous and unfamiliar stage area and backstage area through unlocked and unmanned door next to stalls.	Young people, visitors, theatre team and company	Likelihood	2	<p>Entrance door to stalls to be staffed at all times when the theatre is open and staff member to ensure audience do not enter stage or backstage areas.</p> <p>Front of House Managers are trained First Aiders.</p>	Likelihood	1
		Severity	5		Severity	5
		Risk rating	10		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	

Slips, trips, falls in backstage areas, caused by unfamiliar surroundings, dangerous or obstructed walkways, trailing cables, spillages. No supervision. Young people running / behaving inappropriately. Poor lighting.	All visitors and staff	Likelihood	3	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. Groups to be briefed before entering backstage area. 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. If no lighting available, area to be avoided unless it can be safely lit with torches. Front of House Managers are trained First Aiders.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	12		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	
Stage or set unsuitable or dangerous for wheelchair users or other audience members with specific access requirements.	Visitors with access needs.	Likelihood	2	All tours to be run by fully briefed member of staff who has access to both theatre lifts through fob access. 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. Tech team to build ramps for access to stage if possible.	Likelihood	1
		Severity	5		Severity	4
		Risk rating	10		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	

### Dressing rooms

Staff, volunteer helpers or members of the	Young people	Likelihood	2	Staff and volunteers to be briefed not to enter dressing rooms when students are getting changed,	Likelihood	1
		Severity	4		Severity	4



public going into the dressing room while students are changing. Inappropriate interaction with young people in a state of undress.		Risk rating	8	unless an emergency situation occurs that requires entry. Two staff members to wait outside dressing room when students changing to ensure nobody enters.	Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	
Young people getting lost, injured, behaving inappropriately with each other.	Young People	Likelihood	3	Young people briefed to not wander off. Two members of staff to wait outside dressing rooms when students are changing to ensure students don't wander off into restricted areas/ get lost. Expectation of good behaviour to be discussed at student briefing. Participants briefed to keep dressing rooms tidy and to inform staff if spillages as they occur. To ensure in advance of event that all cleaning equipment has been removed and that the floor is dry. Front of House Managers are trained First Aiders.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	12		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	

### Event Space

Items being thrown from outside terrace.	All participants	Likelihood	2	Groups to be supervised by a group leader/ teacher or member of HOME staff when using the event space.	Likelihood	1
		Severity	4		Severity	4

Slips, trips, falls caused by rain water, spilled drinks.		Risk rating	8	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.	Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	
Blinds being up in space, enabling people to see in. General public seeing physical workshop activity taking place through the windows. General public taking inappropriate photographs of activity taking place in the space.	Young people	Likelihood	4	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.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	16		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	

### Practical workshops

Slips, trips, falls caused by spillages, obstructing objects, poor activity briefing,	Participants	Likelihood	4	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.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	16		Risk rating	4

no supervision, inappropriate room booking. Misbehaviour or excitement of participants.		<b>MEDIUM</b>		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.	<b>LOW</b>	
Safeguarding issues around inappropriate touch caused by lack of staff safeguarding training and physical activity training. Staff ignorance around working with certain vulnerable groups of participants. Staff ignorance of religious beliefs and customs	Young people and staff	Likelihood	2	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 regarding specific activities and appropriate touch. When vulnerable groups are involved, HOME staff will work with service group leader/ teacher etc to ensure that activities are appropriate. 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.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	8		Risk rating	4
		<b>MEDIUM</b>			<b>LOW</b>	
Injury caused by moving equipment, working at height.	Participants & freelance staff	Likelihood	2	Young people & freelance staff to be advised not to attempt any MH tasks. Young people & freelance staff to be advised not to stand on furniture or use steps.	Likelihood	1
		Severity	4		Severity	4
		Risk rating	8		Risk rating	4
		<b>MEDIUM</b>				

					<b>LOW</b>	
Working with electronic equipment. Electrical faults causing injury/ fire,	Participants & artists	Likelihood	3	Speakers/ artists/ workshop leaders to be trained in how to use equipment. Participants to be trained in how to use equipment. Equipment to be PAT tested and checked regularly. Young people to be under close supervision of accompanying adults and HOME staff and to be behaving appropriately. All cabling to be taped down to floor before start of event First Aid qualified member of HOME staff in the building at all times. All staff to be briefed on safe working practice and to be responsible for ensuring participants follow safe procedures.	Likelihood	1
		Severity	5		Severity	5
		Risk rating	15		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	
Working with cutting implements (eg. scissors / knives) and other arts materials	Participants	Likelihood	3	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. Non-toxic materials and adhesives to be used	Likelihood	1
		Severity	3		Severity	3
		Risk rating	9		Risk rating	3
		<b>MEDIUM</b>			<b>LOW</b>	

### Gallery

Walls may collapse fully or partly, injuring	Visitors	Likelihood	2	Walls to be built by a competent person using proper methods, tools and fixtures & fittings.	Likelihood	1
		Severity	5		Severity	5

visitors and damaging artwork.		Risk rating	10	Specialists to be fully briefed and supervised by Exhibitions Coordinator.	Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	
Projector may fall from ceiling, injuring staff or visitors and damaging projector.	Visitors	Likelihood	2	Projector to be installed by a competent person using proper methods, tools and fixtures & fittings.	Likelihood	1
		Severity	5		Severity	5
		Risk rating	10		Risk rating	10
		<b>MEDIUM</b>			<b>LOW</b>	

Artwork may fall from wall, injuring staff or visitors and damaging artwork.	Visitors	Likelihood	2	Artwork to be installed by a competent person using proper methods, tools and fixtures & fittings.	Likelihood	1
		Severity	5		Severity	5
		Risk rating	10		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	
Screens may fall from wall, injuring staff or visitors and damaging artwork.	Visitors	Likelihood	2	Screens to be installed by a competent person using proper methods, tools and fixtures & fittings.	Likelihood	1
		Severity	5		Severity	5
		Risk rating	10		Risk rating	5
		<b>MEDIUM</b>			<b>LOW</b>	