ABC Community College / School / Academy

**RISK ASSESSMENT SOE6**

**EXETER NORTHCOTT THEATRE, EX4 4QB.**

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| Date of trip or activity:  00/00/22 | Activity / Environment:  Exeter Northcott Theatre Evening / Matinee Performance of …………………….. | Educational objectives:  (Eg) To give GCSE Drama students the experience of visiting live theatre, and to provide the opportunity to prepare for their Unit 2 coursework (Edexcel syllabus), a review of live theatre. |
| Date of risk assessment: 00/00/22 | Completed by: XY | Date of review of risk assessment: |

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| 1. **Hazard**  *List significant hazards which may result in serious harm or affect several people.* | **2. Who might be harmed**  *List groups of people who are especially at risk from the significant hazards identified*. | **3. Is the risk adequately controlled?**  *List existing controls or note where the information may be found.*  *(e.g. Information, instruction, training, systems or procedures)* | **4. What further action is needed to control the risk?**  *List the risks which are not adequately controlled and proposed action where it is reasonably practicable to do more.* |
| Road traffic  Students going missing  Students/staff becoming separated  Staff/students being left behind  Tripping/falling  Illness or accident  General security  In event of fire alarm | Students/Staff  Students  Students/Staff  Students/Staff  Staff/Students  Staff / Students  Staff/Students  Staff/Students | Briefing of students. Pupils to be in small groups at all times and supervised in crossing at the junction of North Park Road and Stocker Road between the drop-off bus bay and the pavement outside the theatre steps.  Make clear to students that they must not go outside of the ENT building.  Briefing of students regarding meeting point in the outer foyer area adjacent to the lift. Students to be briefed as to availability of toilet facilities in foyer.  Students/staff briefed to meet in outer foyer area at end of event and headcount to be completed before boarding coach and register to be taken when on board.  There are designated first aid personnel on duty at the theatre, both front of house and back stage. Stewards will help access a first aider when necessary.  It is recognised that this event is public access. Staff will be vigilant and liaise with the Front of House management team with any concerns. A member of staff will be available near the toilet area during breaks.  Students and staff are briefed that, in event of a fire alarm, they follow the instructions of Northcott Theatre stewards and other theatre staff re evacuation to a safe place in the lower pavement area adjacent to the Great Hall. | Vigilance and regular monitoring by staff and students.  Ensure students stay in groups. Regular head counts, especially after breaks.  A public address system is available to aid location of missing persons if necessary.  Double check that all staff and students are present when on board the coach, before leaving.  Students to be reminded that care needs to be taken when using stairs to minimise danger of tripping or falling.  Students will be reminded to contact a member of school staff in the first instance or theatre steward if they require access to a first aider.  Students will be briefed about the public access nature of the event.  Students will be made aware that the fire alarm is a series of beeps followed by an automated voice giving instructions to evacuate. |