GENERAL RISK ASSESSMENT TEMPLATE (LANDSCAPE)

Nottingham City Council

LOCATION:	Theatre Royal and Royal Concert Hall	DEPARTMENT:	Communities	SERVICE AREA:	All Front of House Areas	TEAM:	Front of House
WHO IS AFFECTED BY THE RISKS? (e.g. employees, members of the public, tenants, contractors, trainees etc.)	Members of the Public, Contractors, Work Experience Students, School Parties						
HOW MANY ARE AFFECTED? (e.g. one person, 2-5, 6- 10, 11-50, 51-100)		**ASSESSMENT DATE:**	15th April 2015				

Before completing this Risk Assessment template, Managers must understand the requirements identified within the Corporate Safety Manual - *Safety Policy & Arrangements - 'Risk Assessment'*

ACTIVITY / AREA OF ASSESSMENT	HAZARD/S	EXISTING CONTROL MEASURES	RISK RATING SEVERITY (S) x LIKELIHOOD (L)			ADDITIONAL CONTROL MEASURES REQUIRED TO REDUCE THE RISK	ADDITIONAL ACTIONS ASSIGNED TO AND DATE TO BE COMPLETED	
See reverse side for explanation of risk assessment, activity / area of assessment, hazard, risk, control measures, severity, likelihood, risk rating.								
			S	L	RR		Name	Date
Walking up and Down auditorium steps in low-level lighting	**Slips, trips and falls**	Edges of steps highlighted. Use hand-rails where supplied. Staff provided with torches. Reasonable housekeeping standards Maintained. Daily building inspections taken and recorded. All staff and contractors made aware of location based risks / Inductions carried out. Staff to report defects to floor surfaces immediately to supervisors and noted in maintenance book.	2	1	2			

First Aider Provision – Medical Treatment	**Personal injury, emotional distress, burns, cuts and bruises, strains, general medical requirements**	Have suitably stocked first aid boxes. An appointed person to maintain / restock first aid boxes. Information for employees about first aid arrangements notices informing staff who and where the first aiders are. FAW – adequate first aid cover available at all times people are in the building. First Aid Personnel refresher training maintained and recorded. 2 defibrillator machines on site. First Aid Room available.	3	1	3			

Fire Awareness and Evacuation Procedures	**Fire / personal injury**	Safe working procedures and written emergency plans and arrangements for the testing and maintenance of the fire safety systems and equipment in place. All staff in the centre understand their roles in the event of fire or evacuation and training put in place for public/staff evacuation and fire wardens. Ushers are issued with a torch to aid in evacuation, these are checked to be working prior to every performance. Traditional fire curtain in the Theatre across the proscenium arch. Staff are trained not to use lifts in the event of a fire. Staff trained in Fire Awareness and Prevention , e.g.: Smoking – no smoking is allowed in the centre unless onstage in certain circumstances (covered under lighted materials below) staff recognise smoking as a fire risk. Supervisors / Managers to monitor accessibility to exits. Evacuation chairs (evac-chairs) regularly maintained and trained evac-chair operators in place. Fire Evacuation notices displayed. Access to Exits kept clear. Evacuation Drills Practised. All exits are fitted with approved signage and emergency lighting. Exit doors and general systems are inspected by fire authorities and emergency lighting batteries checked by outside electricians for necessary licenses.	**3**	**1**	**3**			

In the auditorium during a performance	**Noise**	Instruct Staff to report noise problems if / when they occur. Mandatory hearing protection signage to be displayed. Noise assessments conducted and noise levels recorded. Hearing protection supplied (where appropriate).	**2**	**1**	**2**			
Moving around Front of House Areas		All areas are monitored by FOH team. Any maintenance / action required is reported and addressed accordingly. Staff briefed to take immediate corrective action – drying wet areas, positioning hazard signs as required. Daily building inspections taken and recorded. All staff and contractors made aware of location based risks. Inductions carried out.	**2**	**1**	**2**			

Use the tab button to add extra rows (each new activity or area of assessment must be on a new row. This will make the assessment easier to view and understand

ASSESSOR (please print):	D.Bottomore	**SIGNED:**	R	**DATE:**	15th April 2015
MANAGER (please print):	E. Malen	**SIGNED:**	E Malen.	**DATE:**	15th April 2015
DATE ACTION TO BE COMPLETED BY:	15/04/2015	**DATE COMPLETED:**	15/04/2015		
LINE MANAGER'S COMMENTS / ACTIONS		**IS THERE PROOF THIS ASSESSMENT HAS BEEN COMMUNICATED TO ALL AFFECTED COLLEAGUES**		**YES** X	**NO**

Managers Note. Until this document is signed and dated by the 'Assessor' and 'Manager', it is not compliant with the policies identified within the Corporate Safety Manual