



# HARROGATE THEATRES

Royal Hall Harrogate Theatre Studio Theatre

## Risk Assessment for School & Group Visits at Harrogate Theatre

Dear Friend,

This document has been prepared to help you plan your visit to Harrogate Theatre and to ensure that you and members of your group enjoy your time whilst remaining safe.

Harrogate Theatre offers a safe environment for visitors and staff, and complies with all relevant Health & Safety regulations and legislation. The Theatre is licensed for public entertainment by Harrogate Borough Council, and as such is subject to regular inspections by Local Authority officers and North Yorkshire Fire & Rescue Service personnel.

The Theatre has carried out extensive Risk Assessments covering all areas of the building, and all types of activity which take place within it. In addition to these risk assessments, the Theatre has implemented a Health & Safety Policy which is observed by all staff.

Maintenance of the fabric and services is the responsibility of Harrogate Borough Council. Harrogate Theatre (White Rose) Trust Ltd holds responsibility for only the fixtures, fittings and furnishings pertaining to the operation of the building as a theatrical venue.

Service contracts are in place for the regular servicing of all fire and safety systems, such as emergency lighting, fire alarm, sprinklers, and emergency door closers. These systems are regularly checked, and remedial work carried out where necessary.

All Theatre staff are fully briefed in the Theatre's emergency evacuation procedures. Supplementary to this, specific guidance on aspects of the procedure in accordance with the duties of their employment is given. Daily fire training is held to ensure that all staff remain familiar with our procedures.

Some hazards remain, and it is the responsibility of each individual, whether theatre staff or visitor, to ensure that the risk of injury to themselves or others is minimised at all times. Audience members are required to behave in an orderly and responsible manner at all times, and group leaders are deemed to be responsible for the behaviour of individuals in their group.

In particular, they must ensure that all instructions given by members of the Theatre staff are followed, and that the fixtures and fittings of the building are not misused, abused, or damaged by any individual in any way.

Group leaders and individuals are expected to abide by the conditions of booking as specified on the admission ticket. Group leaders are also required to advise the Theatre at the time of booking of any particular circumstances which may affect the health and safety of any individual, or of any controls which may be necessary.

I hope you enjoy the show.

Caroline Lowe  
Operations Manager

September 2013

Hazard	Risk	Control
Fire	Personal Injury or fatality	<ul style="list-style-type: none"><li>Theatre to maintain building in such a way as to reduce risk of fire</li><li>Full Fire Risk Assessment to be periodically reviewed, and controls</li></ul>

		<p>implemented</p> <ul style="list-style-type: none"> <li>• Fire Alarm, Emergency Lighting, and Fire Fighting systems and equipment to be fully maintained</li> <li>• Emergency Evacuation procedure to be practiced regularly by Theatre staff</li> <li>• Smoking is prohibited in all areas of the Theatre at all times</li> </ul>
Emergency Evacuation	Panic leading to personal injury	<ul style="list-style-type: none"> <li>• Follow instructions given by Theatre staff</li> <li>• Group leaders to ensure no delay by the collection of personal belongings.</li> <li>• Group leaders to be responsible for behaviour of individuals in their care</li> </ul>
Auditorium seating	Personal injury arising from misuse of seating	<ul style="list-style-type: none"> <li>• All seats to be used properly – all persons to be seated with the seats in the down position</li> <li>• Group leaders to be responsible for behaviour of individuals in their care</li> <li>• Individuals to follow any instruction given by Theatre staff</li> </ul>
Stairs	Personal injury following fall on stairs	<ul style="list-style-type: none"> <li>• All persons to behave appropriately on stairs</li> <li>• Group leaders to be responsible for behaviour of individuals in their care</li> <li>• Individuals to follow any instruction given by Theatre staff</li> </ul>

<b>Hazard</b>	<b>Risk</b>	<b>Control</b>
Heights (Circle or Balcony)	<p>Personal Injury following fall from height (Circle or Balcony)</p> <p>Panic or Illness due to vertigo</p> <p>Injury from items dropped or thrown from height</p>	<ul style="list-style-type: none"> <li>• No person to lean or climb over Circle or Balcony railing/balustrade</li> <li>• Theatre Staff to be vigilant and prevent any person attempting to climb over Circle or Balcony railing/balustrade</li> <li>• Group leaders to be responsible for behaviour of individuals in their care</li> <li>• Group leaders to advise the Theatre at time of booking of any individual with a history of suffering from vertigo</li> <li>• Group leaders and Theatre staff to be vigilant in preventing items being deliberately or accidentally dropped or thrown from height</li> <li>• Individuals to follow any instruction given by Theatre staff</li> </ul>
Children & Heights (Booster Seats, Stalls)	Personal injury following fall from height (Booster seat on top of theatre seat)	<ul style="list-style-type: none"> <li>• Group leaders to be responsible for behaviour of individuals in their care – no standing or climbing on the booster seats</li> <li>• Individuals to follow any instruction given by Theatre staff</li> </ul>
Rowdy, aggressive, or inappropriate behaviour	Personal injury to a third party	<ul style="list-style-type: none"> <li>• Each individual to behave in an orderly and considerate manner at all times whilst in the Theatre</li> <li>• Group leaders to be responsible for behaviour of individuals in their care</li> <li>• Individuals to follow any instruction given by Theatre staff</li> </ul>
Personal abuse	Physical and psychological injury	<ul style="list-style-type: none"> <li>• All staff to be aware of the hazard</li> <li>• Any incidence or suspicion of personal abuse to be reported to the Duty Front of House Manager instantly.</li> </ul>

### **Parking Assistance**

It is important that all groups read the attached documents concerning parking drop off and pick up of groups from coach companies. Harrogate Theatre has worked closely with Harrogate Borough Council and North Yorkshire Police to ensure a safe and efficient pantomime this Christmas.

Coach parking is available on Dragon Road, situated behind Asda. It is only an approximate 10 minute walk to the theatre and is a pay and display car park.

There is only main road access to the rear of the building (Cheltenham Parade) with two pedestrian crossing near to the top of the street; one by Timpsons and one by Intersport/Blameys Florist.