

SITE RISK ASSESSMENT FOR VISITING EDUCATION GROUPS

LOCATION	HAZARD	CURRENT CONTROLS / PRECAUTIONS	ESTIMATE OF RISK	FURTHER PRECAUTIONS
Car Park	Collision with vehicle	Car park attendants ensure vehicles are safely parked and advise accompanying staff of safest route into Theatre building	Low	Schools own group management by adults. First Aid trained New Vic staff
Car Park	Trips / Slips / Falls on tarmac and cobbles	Car park areas kept clear of leaves and litter by New Vic Maintenance staff. Car park attendants advise accompanying staff of safest route into Theatre building	Low	Schools own group management by adults. First Aid trained New Vic staff.
Theatre	Fire	Fire risk fully controlled throughout New Vic premises. Automated fire detection system. Thorough fire risk assessment carried out in accordance with the Regulatory Reform (Fire Safety) Order 2005. New Vic Front of House staff fully trained in evacuation procedures.	Low	Schools own group management by adults.
Theatre	Trips / Slips / Falls on carpets, steps & stage floor	New Vic Front of House staff direct and assist groups inside Theatre building. Adults accompanying groups advised of changes in floor levels and surfaces in auditorium	Low	Schools own group management by adults. First Aid trained New Vic staff
Theatre	Fingers trapped in doors	New Vic Front of House staff open & close main doors to auditorium prior to performance, during interval and at performance end.	Low	Schools own group management by adults.
Theatre	Reduced light levels during performance	Groups / individuals entering or leaving the auditorium during the performance are assisted by New Vic Front of House staff. Maintained emergency lighting system	Low	Schools own group management by adults

New Vic Theatre

Etruria road, Newcastle-under-Lyme, Staffordshire, ST5 0JG. AdminTel: 01782 - 717954.

Box Office Tel: 01782 - 717962

LOCATION	HAZARD	GROUPS AT RISK	CURRENT CONTROLS / PRECAUTIONS	ESTIMATE OF RISK	FURTHER PRECAUTIONS
Theatre	Power failure	Visiting education groups	Maintained emergency lighting system. New Vic Front of House staff fully trained in evacuation procedures.	Low	Schools own group management by adults
Theatre	Toilet facilities	Visiting education groups	Toilet facilities are thoroughly cleaned daily to ensure hygiene is maintained	Low	Toilet facilities cleaned after each performance on multiple performance days and monitored during performances to maintain cleanliness

The New Vic Theatre is licensed under the terms of premises licence number is PL0183 issued by Newcastle – under – Lyme Borough Council.

A CCTV surveillance camera network with 24 hour multi camera video recording facility covers the theatre car park and wildlife gardens.

The New Vic Theatre operates a policy of recruitment, training, assessment and monitoring to ensure that staff are competent to undertake their duties.

All New Vic Theatre staff have been subject to Criminal Records Bureau disclosure

The New Vic Theatre is covered by Public Liability insurance through NIG Commercial. The Policy number is BIR4424061 to a limit of £5,000,000.

Date of initial assessment: 13.10.2011

N.B This assessment is continually monitored and reviewed. Amendments are noted and dated as necessary.

Assessment carried out by: Steve O'Brien. Production Manager & Health & Safety Officer