Risk Assessment

Task Description	Audience Members and Visiting Groups (Stage 2, Studio 1)
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Risk Factor Matrix — Consequences

Likelihood	Trivial	Minor	Moderate	Major	Severe
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Near Certain	5	10	15	20	25

Hazard	People Affected (Enter an X)				Uncontrolled Risk				Controlled Risk			
	Staff	Touring Staff	Contractors	Public	Type of Harm	Severity 1-5	Likelihood 1-5	Risk Factor 1-25	Control Measures	Severity 1-5	Likelihood 1-5	Risk Factor 1-25
Unfamiliarity with evacuation routes in event of emergency.				x	Panic / stress / unable to evacuate safely	4	2	8	VS staff briefed on location of school groups. Clear evacuation procedure and staff on hand for evacuations. Clear emergency signage . Adequate Adult Supervision provided by Visiting group	4	1	4
Reaction to strobing lights in show				x	Fitting / Epileptic Reaction	4	2	8	Warning signs in foyer and audit doors, digital signage and pre show announcements.	4	1	4
Slips/trips due to uneven floor surfaces/coverings				x	Bruises, concussion	3	2	6	Monitoring and reporting by VS staff to maintenance staff.	3	1	3
Slips/trips due to wet floor surfaces				x	Bruises, concussion	3	2	6	All staff briefed to take immediate corrective action, drying area and positioning hazard signs	3	1	3
Slips/trips on approach routes due to adverse weather conditions				x	Bruises, concussion	3	2	6	Supplies of salt in bin outside Stage Door, applied by maintenance and VS staff	3	1	3
Trip in auditorium in low light conditions.				x	Sprain, Strain, Bruising, Cuts, Fracture	3	2	6	Stewards with torches briefed to be attentive to public movement.	3	1	3
Trapping fingers in retractable seating / seat backs				x	Sprain, Strain, Bruising, Cuts, Fracture	3	2	6	Seats only operated by NT staff. Never used when people are on the seating. VS Duty manager makes pre show check and highlight any in need of repair. Stewards on duty to assist the public during performances. Visiting group leaders to remain vigilant and attentive to behaviour, and manage group behaviours.	3	1	3
Crossing the road/Arriving and departing on coaches	x	x		x	Sprain, Strain, Bruising, Cuts, Fracture, Death	5	2	10	Coaches to drop off and pick up in designated areas. Visiting Group to implement their own road safety procedures and follow these.	5	1	5
Glassware in studio spaces outside of performances or workshops				x	Cuts	2	2	4	Breakages to be cleared up immediately in line with either Hospitality or Housekeeping risk assessment. Using PPE / designated equipment (not by hand) and placed immediately in broken glass bins. Staff who clean away broken glass should notify the housekeeping manager (via stage door) to ensure the area is thoroughly cleaned before the next use.	2	2	4
Hot drinks inside auditorium	x			x	Burns, Scalds	3	2	6	Hot drinks only served in containers with well-fitting lids.	3	1	3
Assistance dogs inside auditorium	x			x	Bites or scratches causing cuts, bruises or fractures. Emotional distress	4	2	8	NT staff offer animal sitting service for dogs who may become distressed in the auditorium. Stewards to monitor behaviour and alert Duty Manager of any concerns.	4	1	4

Collisions with wheelchairs navigating the building and auditorium (including toes run over).	x	x		x	Sprain, Strain, Bruising, Cuts, Fracture	2	3	9	Staff to assist in guiding wheelchair users to their seats and to ask other patrons to move. Volunteers walking ahead of wheelchair users in the auditorium and asking pther patrons to stand or move to allow access.	2	1	3
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