

Activity	School visits
Description of Activity	A party of schoolchildren attend the venue to watch a show

Employees <input type="checkbox"/>	Contractors <input type="checkbox"/>	Visiting Company <input type="checkbox"/>	Public <input type="checkbox"/>	Young People <input type="checkbox"/>	Pregnant Women <input type="checkbox"/>
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Description of Hazard / Risks Before Precautions are Taken	Likelihood	Severity	Risk Factor	Risk
1) Injury caused by failure to follow the venue emergency evacuation procedure	3	6	18	High
2) Injury caused by accessing unauthorised areas	3	6	18	High
3) Injury caused to other customers by inappropriate behaviour	3	3	9	Medium
4) Injury caused by slips and trips	4	4	16	Medium
5) Falling objects causing injury as a result of being placed on circle front	3	4	12	Medium
6) Injury caused by falling into orchestra pit as a result of climbing onto pit rail	3	6	18	High

Recommended Precautions
1) Schoolchildren should be supervised by the school at all times and in the event of an emergency follow the instructions of Venue staff
2) Schoolchildren must be supervised by the school at all times and only public areas of the venue must be accessed
3) The behaviour of the schoolchildren must be controlled by their supervisors to ensure that there is no disruption to other customers
4) School supervisors must ensure that schoolchildren are adequately marshalled and supervised to prevent running around and horseplay
5) School supervisors must ensure that no objects are placed on the balcony rail. FOH venue staff must monitor the area
6) School supervisors must ensure that schoolchildren are adequately supervised and controlled to prevent access to the orchestra pit rail.
Venue FOH staff must monitor the area and report concerns to their own supervisor

Description of Risk / Hazard after Precautions are Taken	Likelihood	Severity	Risk Factor	Risk
1) Injury caused by failure to follow the venue emergency evacuation procedure	1	6	6	Low
2) Injury caused by accessing unauthorised areas	1	6	6	Low
3) Injury caused to other customers by inappropriate behaviour	1	3	3	Low
4) Injury caused by slips and trips	1	4	4	Low
5) Falling objects causing injury as a result of being placed on circle front	1	4	4	Low
6) Injury caused by falling into orchestra pit as a result of climbing onto pit rail	1	6	6	Low

Further Action Required
Ensure Employees read the Risk Assessment. (Employee records to be retained in Departmental Risk Assessment File)
Review on an annual basis. (Reviewed Assessments to be recorded in the Master Risk Assessment File.)
Re-assess the activity if an accident, near miss or change in operation takes place.

Assessment By	Cassie McCallin	Position	Deputy Master Carpenter	Signed		Date	02/11/2012
Signed Theatre Manager		Print Name	Rainier Koeners	Date			

Risk Factor 0 - 6 Low	Risk Factor 7 - 17 Medium	Risk Factor 18 - 36 High
Risk Factor Above 6 Improve if Possible	Risk Factor Above 12 Further Action Required	Immediate action required