

Title	RSC Education Risk Assessment: Cambridge Theatre	Reference/ Version	
Department	Education	Date of Assessment	20 February 2019
Location	Cambridge Theatre	Next Assessment Due	20 February 2020
Assessor Name	Holly Gillanders, RSC Education Programme Developer & Joshua Harries, Production Assistant, Cambridge Theatre	Job Title	Education Programme Developer & Head of Education Programmes

STALLS BAR, CAMBRIDGE THEATRE

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Slip/trip on floor if incorrect footwear worn	Twisted ligaments, back injury, broken limbs. Capet burn from carpet if fall.	RSC Staff Practitioners Teachers Students	Education Coordinator to advise on appropriate clothing and footwear to be worn at booking stage. Education Coordinator to instruct EAP to carry out the advised control measures before session starts – all unsuitable footwear to be removed prior to session. If burn from carpet or twisted ligament occurs from practical activity, EAP to go to box office to request first aid. First aid kit	4	2	6	Pass the Production Assistant office number to EAP incase box office not		

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			including ice packs kept at box office.				open or cannot leave workshop space. 020 8016 5040		
Overheating during practical work	Fainting, bumps, bruises, head injury	RSC Staff Practitioners Teachers Students	<p>Permanent heating system fitted</p> <p>RSC EAP to monitor air temperature – request Josh to turn heating up if required, via box office.</p> <p>No air conditioning in bar but if temperature needs to be cooled. EAP to open the double doors to the boardroom for air flow, as the boardroom is air conditioned.</p> <p>If water required and pupils not brought own, EAP to contact Production Assistant via box office to ask for jugs of water to be brought down,</p> <p>Practitioner vigilance and give breaks as appropriate</p>	4	2	6			
Injury from collision with	Bumps, bruises,	RSC Staff	Practitioner to clearly define working areas prior to activity.	3	2	6	Two members of staff needed to move the		

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other children and furniture, incl. chairs, tables and bins	laceration. Risk of injury for the RSC staff member moving furniture.	Practitioners Teachers Students	Bags placed in front of the stacked furniture to further prevent a barrier/no go zone during the workshop. RSC staff to ensure furniture is moved to the side of space – the tables are heavy so this should be a two person job. Young people to be supervised at all times Practitioner vigilance and clear instructions				furniture, should not be left to one person.		
Access to stacked chairs and tables at edges of room	Bumps, bruises, broken limbs, back injury, head injury	RSC Staff Practitioners Teachers Students	RSC staff safety briefing RSC staff to ensure chairs and tables stacked safely and not too high Practitioner vigilance.	4	2	8	RSC education Cambridge staff to check if staff moving furniture need to receive any guidance from RSC H&Safety on lifting to protect themselves or direct them to the manual handling document on confluence. RSC education staff to check if the EAP can help Cambridge staff to move furniture or if not covered by insurance.		

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Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Teachers Students	<p>RSC staff vigilance.</p> <p>The only plug socket is obstructed by a table which is covered by a table cloth. Not easy access for young people.</p> <p>Plug socket very rarely used by EAPs.</p> <p>Maintenance checks by RSC and Cambridge Theatre staff – PAT test took place in the past year. To take place again within the next year.</p>	5	1	5			

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<p>Fire</p>	<p>Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation</p>	<p>RSC Staff Practitioners Teachers Students</p>	<p>RSC staff safety briefing – Josh gives a H & S talk prior to each workshop and explains evacuation procedure.</p> <p>Clear ‘Fire Exit’ signage in each room</p> <p>Fire-fighting systems and alarms around the building regularly checked by Cambridge Theatre staff</p> <p>Separate Risk Assessments and Fire Evacuation Procedures held by RSC and Cambridge Theatre staff</p> <p>Teachers provide list of names to Cambridge Theatre in advance – these are passed to Josh. If a fire evacuation occurs, Josh responsible staff and teacher to undertake roll call – Production Assistant to then make stage door staff aware of who is out of the building and anyone who is missing.</p> <p>At the end of the session, the register is handed back to the teacher by the Production Assistant.</p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>A register template for the fire evacuation to be created by Cambridge staff to ensure that the names being passed to Production Assistant comply to the safeguarding policy.</p>		
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Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Lost child / injury from access to backstage areas	Bumps, bruises, broken limbs, twisted ligaments, back injury, head injury, fatality	RSC & Cambridge Staff Practitioners Teachers Students	RSC and Cambridge Theatre staff only allowed RSC practitioners to make clear group not allowed backstage. Gold doors at top of stairs. Closed before session Students to be supervised at all times Practitioner to clearly define working areas prior to activity Practitioner vigilance	5	1	5			
Access to behind the bar – glassware breakages – glass shards	Cuts and lacerations	RSC Staff Practitioners Teachers Students	RSC and Cambridge Theatre staff only allowed Doors closed and shutters down before each session Any glasses in front of the shutters to be removed before the workshops begins. Students to be supervised at all times	3	2	6			

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				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Access to behind the bar – electric shocks	Burns, fatality	RSC Staff Practitioners Teachers Students	RSC and Cambridge Theatre staff only allowed Doors closed and shutters down before each session Students to be supervised at all times Maintenance checks by RSC and Cambridge Theatre staff	5	1	5			

GENERAL AREAS, CAMBRIDGE THEATRE

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Slip/trip on stairs	Bumps, bruises, broken limbs	RSC Staff Practitioners	RSC staff vigilance Young people to be supervised at all times	3	2	6			

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		Teachers Students	White strips and railings on stairs						
Slipping on wet floor	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Teachers Students	Any fluids split are cleaned up immediately Mop and wet floor signs to be put out by Cambridge Theatre staff	3	2	6			
Toilets – wet floor	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Teachers Students	Any fluids split are cleaned up immediately Mop and wet floor signs to be put out by Cambridge Theatre staff Toilets cleaned daily	3	2	6			
Lost child / injury from access to backstage areas	Bumps, bruises, broken limbs, twisted ligaments, back injury, head injury, fatality	RSC Staff Practitioners Teachers Students	RSC and Cambridge Theatre staff only allowed Doors closed before session Students to be supervised at all times RSC staff vigilance	5	1	5			

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Injury from stacks of delivered goods in 'banana run' corridor	Bumps, bruises, head injury	RSC Staff Practitioners Teachers Students	<p>Deliveries now mainly take place on Tuesdays and Thursdays to avoid Wednesday workshops.</p> <p>If a rare delivery takes place on a Wednesday, goods to be stacked on the left hand side to keep a walkway in the corridor for pupils to access toilets. Pupils instructed to walk in single file by Production Assistant and young people to be supervised by teachers at all times</p> <p>RSC staff vigilance and safety briefing</p> <p>Cambridge RSC staff ensure goods are pushed to sides of room and clear passage is left for access</p>	4	2	6			

Risk Assessment

Severity		Likelihood		Risk	
Severity = Level of potential harm		Likelihood = Chance of harm		Severity x Likelihood = Risk	
1	No action, delay only	1	Very Unlikely	1 - 6	Acceptable
2	Minor injury - 1 st aid only, minor damage	2	Unlikely	8 - 10	Tolerable if strictly monitored, but try to improve
3	Injury, illness – time off work, damage	3	Fairly Likely	12 - 25	Unacceptable, further controls are mandatory
4	Major injury, disabling illness, major damage	4	Likely		
5	Fatality	5	Very Likely - Imminent		

		Severity				
		1 Delay Only	2 Minor Injury	3 Injury or Illness	4 Major Injury	5 Fatality
Likelihood	1 Very Unlikely	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Fairly Likely	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Very Likely	5	10	15	20	25