

SCHOOL RISK ASSESSMENT FORM



ACTIVITY

Arrival of School Students by Coach, access to auditoria

THIS ASSESSMENT MUST BE CIRCULATED TO:

Duty Managers • Customer Service Assistants • Ticket Office
Schools • Participation & Learning Team • HR

HAZARDS & POTENTIAL HARM FROM ACTIVITY	PERSONS AT RISK	RISK BEFORE CONTROLS		EXISTING CONTROLS TO REDUCE RISK	RESIDUAL RISK AFTER CONTROLS	
		Likelihood	Severity		Likelihood	Severity
Vehicle striking student(s) during coach disembarkation or access to venue. Potential serious injury or fatality.	Students, teachers	Likelihood	3	Disembarkation point designated in Queen Street allowing safe disembarkation from coach, on pavement side. Students to be escorted by teachers / school staff across the road and led into the building in groups. Students to be supervised at all times by teaching staff, taking into account their youth and inexperience, to ensure they keep to a designated route, away from vehicle movements.	Likelihood	1
		Severity	6		Severity	6
		Risk rating	18		Risk rating	6
		HIGH			LOW	
Multiple coach arrival, leading to large numbers of young persons at road side. Injury from collision with vehicles due to overcrowded pavement.	Students, teachers	Likelihood	3	Only one coach at a time to disembark, as required and marshalled by teachers / school staff. Coach drivers instructed not to proceed to disembarkation point and open doors until called to do so. When multiple schools attending, schools to be advised of a time to arrive in order to stagger the arrival of coaches. All students to be supervised and marshalled by teaching staff directly from coach into venue, eliminating waiting time and reducing numbers of students on pavement areas.	Likelihood	1
		Severity	6		Severity	6
		Risk rating	18		Risk rating	6
		HIGH			LOW	
During or after entry to theatre, students stray into hazardous technical areas, increasing risk of injury.	Students, Curve staff	Likelihood	3	Ushers on duty at key locations to prevent access by students to other areas. Barriers and safety shutters in place to prevent access to hazardous areas. All routes checked and cleaned prior to arrival of students, to ensure no hazards from debris or contaminants which may cause slip or trip accidents.	Likelihood	1
		Severity	5		Severity	5
		Risk rating	15		Risk rating	5
		MEDIUM			LOW	
Overcrowding of public areas during performance, slips, trips, falls.	Students, teachers, customer service assistants	Likelihood	1	All schools will have a ticket for each child which will be checked on entry. Tickets sold do not exceed venue capacities. Teaching staff to ensure students arrive in good time for checks to take place and are seated in the positions indicated. Teaching staff will ensure they are seated amongst students when in the auditoria (not at one side or away from the group) to control behaviour and access/egress. Teaching staff will ensure students are not running or climbing on furniture at all times to reduce risk of slips, trips, falls.	Likelihood	1
		Severity	6		Severity	6
		Risk rating	6		Risk rating	6
		LOW			LOW	

LIKELIHOOD	1 - Very unlikely	2 - Unlikely	3 - Possible	4 - Likely	5 - Very likely	6 - Highly likely
SEVERITY	1 - Very minor	2 - Minor injury	3 - Time off injury	4 - Serious injury	5 - Fatal injury	6 - Multiple deaths

Risk Rating 1 - 6 = Low Risk	Risk Rating 7 - 17 = Medium Risk	Risk Rating 18 - 36 = High Risk
Improve wherever possible	Further action may be required	Immediate action is required

Assessed by	On behalf of	Date written / revised	Review assessment
Samantha Crispin (cert.NEBOSH)	Leicester Theatre Trust	Mar 13	Annual or in event of accident or near miss