

Risk Assessment Guidance for Young People and Vulnerable Adults performing at The Grand Theatre



The below information contains guidelines for Producers, Bookers, or those responsible for young people and vulnerable adults, who are attending the Grand Theatre to perform either on its main stage or within the Lawrence House Studio. This information will help you complete your risk assessment prior to arriving at the Grand Theatre.

We will refer to young people and vulnerable adults as company members

We will refer to producers, carers, chaperones etc as nominated adults within this document.

General Notes

Nominated adults responsible must inform company members of health and safety procedures, and general etiquette of theatre prior to arriving at the theatre.

Nominated adults responsible must inform company members on how to proceed within the theatre's buildings; no running within any area of the theatre; always use railings provided on stairwells; etc.

Members of Grand Theatre staff are fully trained and qualified to the required level of first aid response (St. John Ambulance First Aid at Work certification). A list of these staff members is attached to the notice board at the bottom of the stairs leading to dressing rooms. Should an accident occur to a company member, please speak to a member of Grand Theatre staff (all front of house staff wear uniforms and/or staff badges for ease of locating).

Chaperones

The Grand Theatre recognises that young people and vulnerable adults may gain wonderful life experiences by having an opportunity to appear on stage; Blackpool Council's Education Services has put together a document "Guidance for Chaperones" that accompanies the theatre's risk assessment guidelines. This document is intended to guide Chaperones through the large raft of legislation that has been produced to protect children taking part in performances and thus ensure that the experiences of these children is safe and rewarding. Please ensure you either download a copy from the Grand Theatre's website (www.blackpoolgrand.co.uk) or request a copy from the Grand Theatre's Administrator on 01253 290111.

On Arrival at The Grand Theatre

On arrival at the Grand Theatre, all company members and nominated responsible adults should proceed to the Stage Door area situated within Matcham Court. Company members should be asked to remain quiet outside Stage Door area, keeping fire exits, doorways and outside bar areas clear etc; the nominated adult responsible should make contact with the Stage Door Keeper. The Stage Door Keeper will pass on information regarding dressing rooms, keys, contacts within the theatre and other relevant information.

On Entering the building

Nominated adults responsible are to supervise company members entering the theatre.

Nominated adults responsible are to remind company members on how to proceed within the theatre; no running or jumping etc.

Nominated adults responsible are to give clear and concise instructions for using stairs to various levels of dressing rooms; no running, use handrails provided etc.

Nominated adults responsible are to lead and follow pupils climbing and descending stairs at all time, and to and from any area within the theatre (whether front or back stage).

Nominated adults responsible are to point out signs for exits, toilets etc.

Nominated adults responsible are to highlight safety information.

Nominated adults responsible must check dressing rooms regularly and ensure they are kept to the same high standard as when the company arrived at the theatre

Obstructions, Slips Trips and Falls

Walkways, corridors and all other areas must be kept clear of obstructions to ensure ease of movement from one area to another within the theatre.

All areas in the theatre are kept clean and inspected daily.

Nominated adults responsible must check dressing rooms regularly to ensure they are kept clean, tidy and clear of clutter that may cause obstructions, slips, trips and falls.

Nominated adults responsible must always keep close supervision of them at all times, whether front or back stage.

Nominated adults responsible must ensure walkways, doorways, entrance to stage areas etc are not blocked with coats, bags, costumes, props etc.

Should a young person or vulnerable adult slip, trip or fall, please seek immediately the attention of a staff member, and follow their guidelines. Members of Grand Theatre staff are fully trained and qualified to the required level of first aid response (St. John Ambulance First Aid at Work certification). A list of these staff members is attached to the notice board at the bottom of the stairs leading to dressing rooms.

Should an accident occur to a company member, please speak to a member of Grand Theatre staff (all front of house staff wear uniforms and/or staff badges for ease of locating).

Toilets and Shower Facilities

Toilets and Showers are cleaned and inspected regularly by theatre staff.

Procedures are in place for cleaning up spillages. If one should occur, please contact the Stage Door Keeper or a member of Stage crew who will be able to assist.

Nominated adults responsible must accompany company members when using the shower facilities.

Seating Areas

Should company members not performing be allowed to sit in the auditorium during a rehearsal or performance Nominated adults responsible must follow guidelines in the Risk Assessment For Schools document which is available from the Grand Theatre's website (www.blackpoolgrand.co.uk) or from reception at the theatre itself.

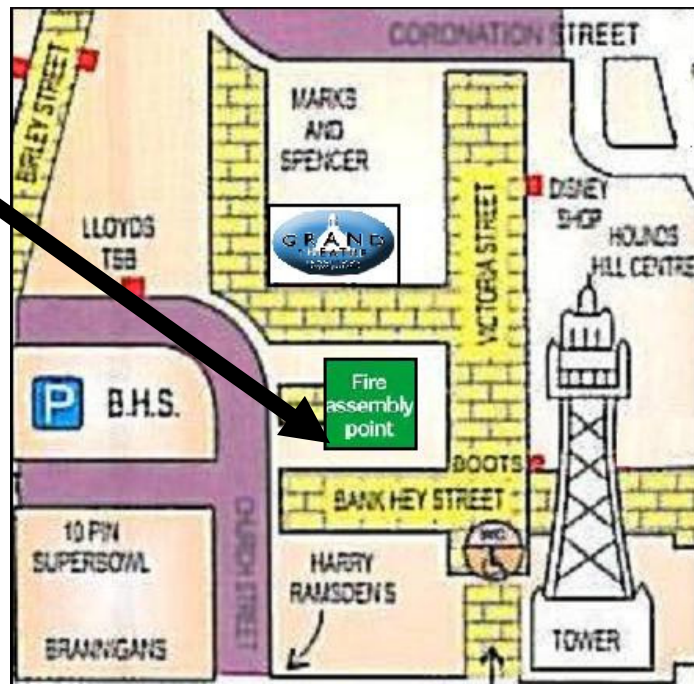
Fire Alarms

Fire Alarms are situated in all areas within the theatre. The alarms within the auditorium and Studio theatre are silent with a flashing strobe light to alert staff. Should an alarm be activated, members of Grand Theatre staff will move to their pre-arranged posts and immediately stand by the exits under their control. The House Manager will make decision whether to evacuate the premises and will order the house lights to be raised and inform the auditorium and other areas on the theatre's public address system. The word FIRE will never be used by theatre staff, instead they will refer to "Mr Sands". In public areas, the alarm has a two-tone sound.

Nominated adults responsible must lead/supervise the evacuation of all within their company. They will be directed by a member of staff to the nearest exit and where they should assemble outside. Please see below for the theatre's assembly point and further information.

FIRE and EMERGENCY EVACUATION ASSEMBLY POINT

It is most important that following an evacuation, all members of your party assemble at the "assembly point" in Temple Street Car Park, behind The Med Restaurant. Do not use lifts when evacuating the building. Keep fire doors closed at all times. Please ensure that your register is with you and do a full head count/name check of all those in your party to ensure everyone is gathered together. If anyone is missing, please inform a member of staff outside the theatre straight away.



Wind-up torches for use in emergencies by theatre staff are located at points throughout the theatre and should never be removed from their designated points.

Lost Children

Nominated adults responsible must bring a full register of all within their company performing at the Grand Theatre; a copy of which should be pinned to the notice board at the bottom of the stairs leading to dressing rooms and a copy given to the stage door keeper.

The register should be checked upon entering the building.

The register should be checked upon exiting the theatre and on any transportation being used by the company.

Should Nominated adults responsible discover a company member to be missing, a member of the Grand Theatre staff must be informed immediately.

The Front of House Manager or a representative of the Grand Theatre will then ensure a search of the premises by theatre staff.

On Exiting the Building

Nominated adults responsible to supervise company members exiting the theatre.
Please ensure a head count is completed before exiting the theatre and on board any transportation used.

Nominated adults responsible to remind company members (before exiting the building) on how to proceed within the theatre; no running or jumping; always to use railings provided etc.

Nominated adults responsible to remind company members with clear and concise instructions for using stairs to various levels.

Nominated adults responsible to lead and follow company members climbing and descending stairs.

Nominated adults responsible to point out steps in all areas and safety information.

Contact Information

Grand Theatre General Manager	Neil Thomson	01253 290111
Grand Theatre Technical Manager	Max Allatt	01253 743215
Grand Theatre Stage Door Keeper	Lawrence Wright	01253 743218
Grand Theatre Reception		01253 290111
Grand Theatre Administrator	Robert Kearton	01253 743300

Should you have any questions, please do not hesitate to contact the Grand Theatre's Administrator on 01253 290111.