

Risk Assessment for Schools

Teachers are responsible for the supervision of pupils at all times within the Grand Theatre's buildings.



General Notes

Information is sent to schools prior to arrival at the theatre of drop off and collection points.
Teachers/Leaders to inform pupils and others within their group of safety procedures and general etiquette of theatre going prior to arriving at the theatre.
Teachers/Leaders to inform pupils on how to proceed within the theatre; no running or jumping; always to use railings provided etc.
The theatre's Front of House Managers and staff are fully trained and qualified to the required level of first aid response (St. John Ambulance First Aid at Work certification).
Should an accident occur within your party, please speak to a member of Grand Theatre staff (all wear uniform and staff badges for ease of locating).

On Entering the building

Teachers/Leaders to supervise pupils entering the theatre.
Teachers/Leaders to remind pupils on how to proceed within the theatre; no running or jumping; always to use railings provided etc.
Teachers/Leaders to give clear and concise instructions for using stairs to various levels.
Teachers/Leaders to lead and follow pupils climbing and descending stairs.
Teachers/Leaders to point out signs for exits, toilets.
Teachers/Leaders to point out steps in seating areas and safety information.

Obstructions, Slips Trips and Falls

Walkways are 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.
The Front of House team will always keep school parties under close supervision.
Teachers/Leaders and pupils must ensure walkways are not blocked with coats, bags etc.
Should a member of your party slip, trip or fall, please seek immediately the attention of a front of house staff member, who are situated on all levels and all public areas and follow their guidelines.

Toilets

Toilets are cleaned and inspected regularly by theatre staff.
Procedures are in place for cleaning up spillages.
Teachers/Leaders to supervise pupils when using the toilet facilities.

Seating Areas

Teachers/Leaders must supervise pupils at all times when moving throughout the seating areas. Where handrails are situated in various levels, pupils to be instructed to use these.

Teachers/Leaders to instruct pupils to remain in their seats unless instructed to move by a Teacher/Leader or member of the theatre's Front of House team.

Teachers/Leaders to inform pupils and others within their group of safety procedures and general etiquette of theatre once seated.

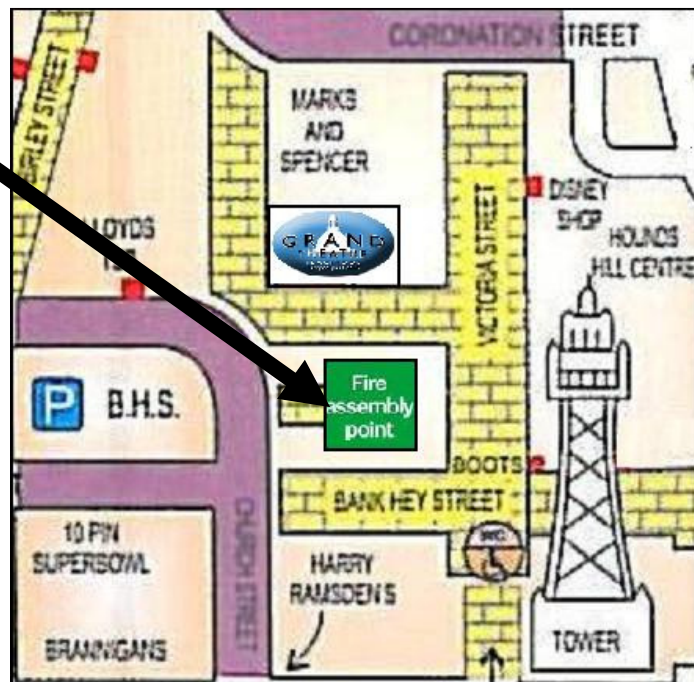
Fire Alarms

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.

Teachers/Leaders must lead/supervise the evacuation of all within their party. 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

Teachers/Leaders must bring a full register of all within their party attending an event at the Grand Theatre.

The register should be checked upon entering the building and again when everyone is seated. The register should be checked upon exiting the theatre and on any transportation being used by the party.

Should a Teacher/Leader discover a child 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

Teachers/Leaders to supervise pupils exiting the theatre.

Please ensure a head count is completed before exiting the theatre and on board your coach/transportation.

Teachers/Leaders to remind pupils on how to proceed within the theatre; no running or jumping; always to use railings provided etc.

Teachers/Leaders to remind pupils with clear and concise instructions for using stairs to various levels.

Teachers/Leaders to lead and follow pupils climbing and descending stairs.

Teachers/Leaders to point out steps in seating areas and safety information.

Should you have any questions, please do not hesitate to contact the Grand Theatre's Box Office on 01253 290190 prior to your visit, or the Grand Theatre's Administrator on 01253 290111.