##

**RISK ASSESSMENT
CLORE STUDIO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location**: | **Date:** 20th February 2014 | **Assessor:**  Carolyn Forsyth |  |
|  **Clore Theatre** |   |   |   |
| **Significant**  | **People/groups**  | **Existing controls** | **Further action required** |
| **hazards** |  **who are at**  | **(A) = Adequate** | **(1) When? &**  |
|  | **risk from hazards** | **(I) = Inadequate** | **(2) by Whom?** |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  Sound/lighting equipment |  Public/staff |  Only trained staff to operate |   |
|   |   |  equipment (a) |  Nil |
|  Naked flame etc. on stage |   |   |   |
|  during performance |   |  All technical staff have attended |   |
|   |   |  Fire Warden courses (a) |  Nil |
|   |   |   |   |
|   |   |  No smoking policy (a) |  Nil |
|   |   |   |   |
|   |   |  Fire alarm (BS5039) (a) |  Nil |
|   |   |   |   |
|   |   |  Smoke detectors (BSEN54) (a) |  Nil |
|   |   |   |   |
|   |   | Fire Authority approval gained for specific |   |
|   |   |  performance (a) |  Nil |
|   |   |   |   |
|   |   |  2Kg CO2 fire extinguisher |   |
|   |   |  9Ltr water fire extinguisher |   |
|   |   |  located within the theatre (a) |  Nil |
|   |   |   |   |
|   |   | Staff trained on transfer chairs (a) | Nil |
|   |   |   |   |
| Review:  | Annually or if hazards change. |   |
| **Additional information:** | Access information given in advance and staff ratios modified to cover multiply access requirements. |
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##

## UNICORN THEATRE BUILDING

## EVACUATION STRATEGY

The evacuation strategy for the Unicorn Theatre is based on the requirement to be able to implement a complete evacuation of the entire building quickly and efficiently at all times. As the theatre’s usual public attendees will be young children, any evacuation will be managed throughout its route to ensure safety and avoid panic.

A Fire Warden is present during all theatre shows.

 **General Information**

* All exit routes are clearly marked by lit green panels.
* The Weston Theatre is directly connected to two staircases, one on each side of the auditorium.
* Assembly Point is ‘Pottersfield’ on Tooley Street.
* The route will be clearly marked with cones or marshalled by Unicorn staff.
* A member of staff will await the audience at the Assembly Point.
* Never stop to collect personal belongings in an emergency!

 **Weston & Clore Theatre**

* In an emergency, you will hear the following announcement: ‘Ladies and gentleman may I have your attention please. Due to circumstances beyond our control this performance can no longer continue, please leave using the nearest available exit. If you require assistant please remain seated and an usher will assist you. Thank you.’
* School parties will then be evacuated from the auditorium group by group starting with the group nearest to each available exit.
* The evacuation of the auditorium will be conducted by the Performance Manager and the Ushers who will leave last together with audience members who require assistance.
* After the announcement any wheelchair users will be escorted to a safe Refuge Point and will be evacuated using evacuation chairs.
* Any audience that require assistance to leave the auditorium will be assisted by the Front of House team.
* Front of House staff will clear all public toilets ensuring any children are returned to join teachers/parents within the auditoria, or, if unable to do so for safety reasons, are escorted to the Assembly Point.

 **Foyle Studio** (Workshop/Education Room)

* The Front of House team will manage the evacuation of the Foyle Studio.

 **John Lyon Room** (Meeting Room)

* The Front of House team will manage the evacuation of the John Lyon Room.