

## GENERIC RISK ASSESSMENT: Visit to Wyvern Theatre, Theatre Square, Swindon, Wilts, SN1 1QN

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<b>Location :</b> Wyvern Theatre  <b>EVENT :</b> <b>General</b>  <b>ACTIVITY:</b> Visit	<b>SIGNIFICANT HAZARDS</b>  (i.e. potentially, how might people be harmed?)  (e.g. Fall down Stairs, Choke)	<b>LEA RECOMMENDED CONTROL MEASURES</b>  (i.e. what steps are commonly taken to reduce the risk of the hazard?)  <b>Tick those control measures that are applicable and will be implemented.</b> <b>Put a <span style="color: red;">cross</span> beside those control measures that are not applicable or cannot be implemented.</b>  (e.g. A member of staff will have complete first aid training)	<b>ADDITIONAL CONTROL MEASURES</b>  (i.e. add any further standard control measures that your own organisation also applies)  (e.g. Leader will take fully stocked first-aid kit)	<b>OVERALL RESIDUAL RISK RATING (Low/Med/High)</b>  (Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard when categorizing the risks)
General	All Accidents, Incidents and Emergencies	<ul style="list-style-type: none"> <li><input type="checkbox"/> All staff briefed regarding roles, responsibilities and procedures</li> <li><input type="checkbox"/> School and LEA has emergency plan for dealing with an incident on an educational visit</li> <li><input type="checkbox"/> Leader conducted detailed pre-visit inspection to check venue(s) and facilities, and identify hazards</li> <li><input type="checkbox"/> Leader requested written confirmation that the venue(s) to be visited has suitable and sufficient Safety Management Policies and Systems (inc. Fire Policies and Risk Assessments) in place</li> <li><input type="checkbox"/> An additional Specific Visit Risk Assessment will be completed with respect to particular individuals, venues, and activities</li> <li><input type="checkbox"/> Staffing ratios are in line with LEA guidelines</li> <li><input type="checkbox"/> All leaders will be briefed regarding risk assessment and control measures</li> <li><input type="checkbox"/> Parents have been informed of arrangements prior to visits and written consent given</li> <li><input type="checkbox"/> Contact details of parents will be held by all leaders and home/base emergency contact during the visit</li> <li><input type="checkbox"/> Home contact and all leaders will be briefed regarding emergency procedures</li> <li><input type="checkbox"/> All leaders will carry mobile phones</li> <li><input type="checkbox"/> At least one Leader has appropriate current first aid qualification</li> <li><input type="checkbox"/> First aid kit will be checked and taken with group</li> <li><input type="checkbox"/> First aid kit will be easily accessed by all leaders</li> <li><input type="checkbox"/> Any medication will be kept secure and accessible only to</li> </ul>		

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		leaders <input type="checkbox"/> Leaders are aware that they need to maintain ongoing risk assessment <input type="checkbox"/> The programme is planned to avoid high risk situations		
General	1. Assault 2. Abuse by public 3. Given drugs 4. Abduction 5. Terrorist attack	<input type="checkbox"/> Seats will be booked and reserved in advance <input type="checkbox"/> The group will be in a block seating area together <input type="checkbox"/> An adult leader will sit at the both ends of each row <input type="checkbox"/> Young people will not sit next to other members of the general public <input type="checkbox"/> Young people will remain in pre-arranged groups or pairs <input type="checkbox"/> Young people will operate buddy system - each responsible for named other(s) and must accompany each other at all times (inc. visits to the toilets) <input type="checkbox"/> Young people are briefed to inform/request permission from adult leader if they wish to leave main group for any reason <input type="checkbox"/> Young people will be briefed regarding their response if approached by stranger or if they are offered anything by a stranger <input type="checkbox"/> Each young person will have personal alarm or whistle <input type="checkbox"/> Leaders will keep alert to media reports of specific and relevant terrorist threats, and if necessary adapt or cancel programme if risk is perceived as unacceptable		
Travel – General	Young person lost/separated	<input type="checkbox"/> Leader will conduct pre-visit to check walking routes and potential hazards <input type="checkbox"/> All staff will have maps, and will be briefed regarding routes		

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Location : Wyvern Theatre	SIGNIFICANT HAZARDS	LEA RECOMMENDED CONTROL MEASURES	ADDITIONAL CONTROL MEASURES	OVERALL RESIDUAL RISK RATING (Low/Med/High)
EVENT : General	(i.e. potentially, how might people be harmed?)	(i.e. what steps are commonly taken to reduce the risk of the hazard?)	(i.e. add any further standard control measures that your own organisation also applies)	(Take into account both <u>seriousness</u> and <u>likelihood</u> of hazard when categorizing the risks)
ACTIVITY: Visit	(e.g. Fall down Stairs, Choke)	Tick those control measures that are applicable and will be implemented. Put a <b>cross</b> beside those control measures that are not applicable or cannot be implemented. (e.g. A member of staff will have complete first aid training)	(e.g. Leader will take fully stocked first-aid kit)	
Travel – General	Young person lost/separated	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group will be divided into small units (no more than 8) each with own specified adult leader</li> <li><input type="checkbox"/> Individual young people will never be on their own</li> <li><input type="checkbox"/> Group members will wear distinctive colours/uniform</li> <li><input type="checkbox"/> Leaders will wear distinctive colours/identification</li> <li><input type="checkbox"/> Leaders will make frequent head counts particularly at arrival/departure points, and when separating and reforming</li> <li><input type="checkbox"/> Young people will have ID cards with contact details of accommodation, school and leader mobile number</li> <li><input type="checkbox"/> Young people will be briefed regarding procedure if lost/separated</li> <li><input type="checkbox"/> All leaders and young people will be briefed clearly regarding rendezvous times and places</li> </ul>		
Travel – General	Injury getting on/off public transport	<ul style="list-style-type: none"> <li><input type="checkbox"/> Group will wait well back behind staff member</li> <li><input type="checkbox"/> One staff member will be first onboard and last off board</li> <li><input type="checkbox"/> One staff member will be last onboard and first off board</li> <li><input type="checkbox"/> Staff member will stand by and check doorway as young people enter</li> <li><input type="checkbox"/> Group will be briefed regarding need for orderly entry/exit</li> </ul>		
Travel – General	Injury as result of traffic/train accident	<ul style="list-style-type: none"> <li><input type="checkbox"/> Young people to be seated when on public transport wherever possible</li> <li><input type="checkbox"/> Seats will be reserved in advance</li> <li><input type="checkbox"/> Young people will not be allowed on front seats of buses</li> <li><input type="checkbox"/> Leaders will ensure that seat belts are correctly used by all</li> </ul>		
Travel –	Injury as result of	<ul style="list-style-type: none"> <li><input type="checkbox"/> Walking routes will be planned to avoid fast or dangerous</li> </ul>		

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General	pedestrian collision with vehicle	sections of road <input type="checkbox"/> Walking routes planned will have wide pavements <input type="checkbox"/> Walking routes will be planned to cross roads at designed crossing points or at specified locations which are considered to be low risk <input type="checkbox"/> All walking routes beside roads will be closely supervised by staff <input type="checkbox"/> Staff will be fully briefed with respect to supervisory responsibilities <input type="checkbox"/> One staff member will be at the front of the group, one at the back, with the others positioning themselves alongside the group between the students and the road itself		
Travel – General	Injury as result of pedestrian collision with vehicle	<input type="checkbox"/> Young people will be briefed regarding hazards and behaviour required <input type="checkbox"/> If abroad, young people will be briefed regarding right-hand traffic and any local traffic rules		
Periods of indirect or remote supervision (e.g. if children are allowed to visit shop independent	Any of above	<input type="checkbox"/> <b>Supervision</b> Leader will check that locations are suitable for remote <input type="checkbox"/> Young people will be sufficiently briefed and assessed as competent (any individual for whom indirect supervision is not considered suitable will be directly supervised) <input type="checkbox"/> Clear guidelines and emergency procedures will be set and understood <input type="checkbox"/> Young people will remain in groups or buddy systems at all times		

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ly)		<ul style="list-style-type: none"> <li><input type="checkbox"/> Young people will know how to contact staff if they have a problem</li> <li><input type="checkbox"/> Staff understand that they are still responsible</li> <li><input type="checkbox"/> Rendezvous points and times will be set</li> <li><input type="checkbox"/> Leaders and young people will be briefed rearrangements, including time and place of meetings.</li> <li><input type="checkbox"/> The central meeting point arranged will be staffed by fulltime rota or at very regular times</li> </ul>		
General	Injury or Illness	<ul style="list-style-type: none"> <li><input type="checkbox"/> Young people and parents will be reminded to bring individual medication</li> <li><input type="checkbox"/> Visit leader will carry information regarding medical conditions and relevant medication carried</li> <li><input type="checkbox"/> Staff will be briefed and trained regarding administering of relevant medication</li> <li><input type="checkbox"/> Young people will be briefed to eat/drink sensibly</li> <li><input type="checkbox"/> At least one leader will carry basic first aid kit at all times</li> <li><input type="checkbox"/> Advice will be taken from SENCO</li> <li><input type="checkbox"/> Individual risk assessments will be carried out</li> <li><input type="checkbox"/> Additional staffing will be arranged to ensure safe supervision if necessary</li> </ul>		
General	Injury or Illness			

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### **IMPORTANT**

The final "Risk Rating" column should be completed by the Overall Visit Leader, and discussed with all other leaders, before giving signed approval. The Risk Assessment should **only** be approved once all significant hazards have been identified, the control measures that will be implemented are agreed, AND the overall risk ratings are considered acceptable. In most circumstances, if the Overall Residual Risk is considered "Med" or "High", the activity/event should be cancelled, or further control measures put in place to reduce the risk to "Low".

**This Generic Risk Assessment is being used as the basis for a particular visit to:  
It has been accepted and approved by:-**

**Date:**

Overall Visit Leader's signature:

Date:

Deputy Visit Leader's staff signatures:

Date:

Additional staff/volunteer signature(s):

Date:

**This Generic Risk Assessment is being used as the basis for all relevant visits during the year Sept 2012 to August 2013 .**

**It has been accepted and approved by:**

6 Initial Risk Assessment carried out by: **INSERT NAME** (Position) **INSERT JOB TITLE** Date: **DATE RISK ASSESMENT COMPLETED**

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Head teacher's signature:

Date:

Educational Visit Coordinator signature:

Signature(s) of other staff likely to be involved in the leadership of visits:

Date:

### **PLEASE NOTE**

This template is designed to be used as a generic overview of hazards and possible controls of said hazards. Therefore the Wyvern Theatre Limited does not take responsibility for any incidents that are caused through the use of this document or arising from the negligence of bookers/visitors