

Dance Live overall risk rating 2020

#	Classification	Risk Identified	Description	Area of Interest	Responsible Person(s)	Changed	From	To		Controlled Rating at 26/11/2019
324		Dance live		GUILDHALL, Music - Seated	Hayley Reay	Created on 21/11/19	4	4		LOW 4
Current Controls				Review Notes						

Dance Live 2020 detailed risk assessment v1

#	Classification	Risk Identified	Description	Area of Interest	Responsible Person(s)	Changed	From	To		Controlled Rating at 26/11/2019	
2		Risk of Terrorism	Risk of terrorist attack at the Guildhall	GUILDHALL	Ian Featherstone	14/09/18	4	15	↑	HIGH 10	
Current Controls				Review Notes							
All staff have undergone induction training which covers basic CT awareness. They have also sat the ACT e-learning modules. Head of Security and safety has undergone enhanced CT training and delivers ad hoc training to staff. Town link radio is used to support early warning of issues in townRegular updates received from enforcing authoritiesSecurity staff deployed and trained in search of persons and propertyWhen security threat increased security staff on over patrols will be deployed				Reviewed and no change required							
3		Fire Arms Attack	Risk of attack with a firearm	GUILDHALL	Ian Featherstone	14/09/18	14	4	↓	MEDIUM 4	
Current Controls				Review Notes							
1) Site Safety Manager - Highly Effective trained in CT roles 2) Search Policies - in place for all show types and communicated to all staff Highly Effective3) Do not Congregate at Evacuation Points 1 or 2. 3rd point identified - Partially Effective				7/09/2018 5:00 PM Score stays the same, no change in controls and no incidents02/10/2019 Reviewed and no change required							
4		Suspect Package	Using H.O.T protocols suspect item located within building foot print or external foot print	GUILDHALL, Club Night Student, Club Night - Non Student, Conferencing, Music - Seated, Music - Standing, Comedy, Sporting, Outdoor	Ian Featherstone	14/09/18	4	9	↑	MEDIUM 9	
						10/09/18	9	4	↓	MEDIUM 9	

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Current Controls				Review Notes					
Report item to senior manager or supervisor Contact Security team via radio or phone keeping distance from item Contact Police on 999 or via town link radio system Keep persons away from the item with use of a cordon Only sign for packages which are expected All event queue areas are monitored by security staff Vehicles parked only with accredited parking passes and within the carpark area - un controlled Information sharing in place with local law enforcement and emergency services				Risk has been reviewed and no current changes required 02/10/2019 Reviewed and no change required					
5		Fire	Fire alarm activation within building	GUILDHALL	Ian Featherstone	14/09/18	4	9	MEDIUM 9
Current Controls				Review Notes					
Good house keeping - know what should be in your area Showstop procedure to be briefed by to security at show day meeting Direct reporting in place via a command and control facility Ensure rubbish is removed in a timely fashion Fire brigade aware of event and venue layout All fire fighting equipment has been reviewed and is in working order Fire alarm system serviced and maintained by competent contractors All staff aware of emergency procedures All fire routes are kept clear at all times				02/10/2019 Reviewed and no change required as R/A has been updated					
6		Unauthorised access	Persons gaining access to the venue in areas which are restricted such as back stage	GUILDHALL, EVENTS	Nick Coles	14/09/18	4	9	MEDIUM 9
						10/09/18	3	4	MEDIUM 9
Current Controls				Review Notes					
Mag lock system in use on doors Accreditation to be held in non public areas Any suspicious behavior to be reported to management All staff computers/laptops to be password protected and locked screens used when not actively being used in offices etc. Use established, competent and accredited companies Event staff accredited & known to vendor management Staff signing in/out in place - staff identification in place All access points are covered by working and recordable CCTV on event days									
12		Robbery or theft from person or premises	Theft from reported from within the building not external	GUILDHALL, EVENTS	Ian Featherstone	14/09/18	6	9	MEDIUM 9
Current Controls				Review Notes					
Inform management of location of loss identify the loss to management Management to then investigate this loss CCTV in operation within the buiding Security profile crowd on event days Keep building secured Alarm system with monitoring installed				02/10/2019 Reviewed still action required to ensure safer working environment					
13		Slips, trips and falls	Any incident or accident which has occurred with a slip, trip or fall from the same level not from height	GUILDHALL	Nick Coles	14/09/18	6	9	MEDIUM 9

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Current Controls				Review Notes					
Reporting of maintenance issues effective Proactive maintenance works undertaken PPM in place Good levels of housekeeping H&S induction completed for all staff and contractors Report accident, complete incident report form procedures in place Inform management of location of fall, to ensure that no one has the same accident Report all near misses All incidents and near misses investigated all cables to be securely taped or covered.									
18		General Building	Building risk assessment attached	GUILDHALL	Nick Coles	Created on 7/02/19	9	9	MEDIUM 9
Current Controls				Review Notes					
19		Slips, trips and falls	Staff, tenants and visitors may be injured if they trip over objects or slip on spillages on wet floors and fall.	GUILDHALL	Nick Coles	Created on 28/12/18	6	6	MEDIUM 6
Current Controls				Review Notes					
General housekeeping All areas are well lit including stairs. No trailing leads or cables, unless they are covered correctly. Equipment on left in walkways. Damaged wall coverings are repaired immediately or cordoned off. Staff do not leave cleaning material/equipment unattended. For machines with trailing cables, cleaners use sockets nearest to where they are working and use hazard warning signs to warn others. Cleaning materials and signs ready available to all staff in an emergency. Nosings on stairs. All enclosed stairwells have handrails on one side at least and both stairs if wider than 1.8m. Guildhall staff grit outside areas to provide staff walkways in snow/icy weather.									
20		Electrical Electrocution	Staff tenants and visitors could suffer serious/fatal injuries as a result of electric shock.	GUILDHALL	Nick Coles	Created on 28/12/18	10	10	HIGH 10
Current Controls				Review Notes					
Electrical installation tested and maintained by competent people according to a planned schedule. Electrical system tested every 5 years. Staff trained to check equipment before use and to report and defects. Electrician on site when phase 3 is required for shows. Warning signage on all electrical distribution systems. Equipment shut off and locked off before being worked on. Suitable PPE to be worn. Staff trained in basic electrical safety.									
23		Power Failure	Staff, Tenants and Visitors may suffer from serious injuries, possibly fatal from movement in the dark	GUILDHALL	Nick Coles	2/01/19	4	8	MEDIUM 8
Current Controls				Review Notes					
Emergency lights installed and maintained in line with current legislation. Defect reporting is part of staff induction training. Staff report any emergency light faults via the defect reporting procedure Monthly checks are carried out on the emergency lights Yearly 3 hour test carried out by contractor									

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25		Disability access	Disability access to be maintained so far as is reasonably practicable to all areas of the building through reasonable adjustment	GUILDHALL, Box Office , Entrance doors , 1st FLOOR, MAIN AUDITORIUM, Studio, BASEMENT	Nick Coles	Created on 28/12/18	6	6	MEDIUM 6
Current Controls				Review Notes					
Designate areas for wheelchair users and helpers is set aside in the main hall for bookable events. Hearing loop system is provided in the main hall (poor) Disabled toilets provided 1st and basement The site reception area provides wheelchair and hearing facility. Stair lift provided to rear stalls, with Paraid evac chairs positioned either end of raised walkway. Designated refuge areas for wheelchairs. Evacuation signal: Flashing red lights for people with hearing impairment. Access audit report completed by PCC. Regular maintenance Good housekeeping									
26		Fire within the building	Building fire caused by smoking, faulty electrics and arson, faulty machinery	DEPARTMENTS, GUILDHALL, EVENTS	Nick Coles	Created on 31/12/18	10	10	HIGH 10
Current Controls				Review Notes					
Fire alarm is serviced very 3 months Tested weekly.				Fire R/A written and in a separate documented folder due to complexity and size of file					
30		Free standing lights in auditorium	people may suffer injury if hit by equipment or being burnt by a light beam	STAGE, Club Night Student, Club Night - Non Student, Conferencing, Music - Seated, Music - Standing, Comedy, Sporting, Outdoor, External Guildhall Square, MAIN AUDITORIUM, Studio	Craig Patterson	Created on 13/02/19	6	6	MEDIUM 6
Current Controls				Review Notes					
Area is surrounded by barriers Adjacent seats are not sold to public Spot light operator trained in house.									
36		Falling over balcony, public leaning over balcony. Objects being placed on balcony wall.	People may suffer injury if hit by equipment. People may be seriously or fatally injured if they fell from height.	Club Night Student, Club Night - Non Student, Music - Seated, Music - Standing, Comedy	Ian Featherstone	Created on 24/09/18	6	6	MEDIUM 6
Current Controls				Review Notes					
Railing positioned on balcony in front of steps. FOH staff and security staff to monitor public and react to situations that may endanger life or injury Warning notices displayed along balcony walls regarding placing items on wall.				02/10/2019 Reviewed and no change required					

#	Classification	Risk Identified	Description	Area of Interest	Responsible Person(s)	Changed	From	To	Controlled Rating at 26/11/2019
61		Dealing for groups with disabilities	Increase risk of injury or potential crowd disorder due to obstruction caused by wheelchairs.	GUILDHALL, EVENTS	Nick Coles	Created on 17/09/18	8	8	MEDIUM 8
Current Controls				Review Notes					
A designated area is provided for wheelchair users and helpers for events held in the main auditorium. Wheelchair platform lift provided on site. Red flashing beacons indicate fire alarm activation.				Evacuation training has taken place, evac chairs in place and staff trained					
64		Alcohol available on site	Increase risk of injury or potential crowd disorder due to too much alcohol.	EVENTS, Basement bar , 1st FLOOR, MAIN AUDITORIUM, DOOR/QUEUE AREA	Pete Haslam	Created on 17/09/18	6	6	MEDIUM 6
Current Controls				Review Notes					
Staff adhere to licencing laws. Staff adhere to 'if in doubt, request identification'. Alcohol sold only in plastic containers at concerts and shows Decant policy in place Security staff are employed at appropriate events to control crowds. Staff trained in licensing laws. Think 25 policy in place Refusal logs used refusals communicated via radio to all bars									
66		Possible crowd pressure at entrance and exit doors	Increase of risk of crush injuries to staff and customer	EVENTS, DOOR/QUEUE AREA	Ian Featherstone	Created on 17/09/18	3	3	LOW 3
Current Controls				Review Notes					
Staff are positioned in areas around the building including exits, where they would assist the movement of crowds. Security staff would assist FOH staff in crowd control. Further exit doors would be open to reduce pressure on normal exit routes. Staff trained in egress procedures and emergency procedures				02/09/2019 Reviewed and no changes required					
67		Will sound quality be suitable for the event	Increase risk of injury or potential crowd disorder due to poor quality eg. crowding at the front of stage.	Club Night Student, Club Night - Non Student, Music - Standing, Outdoor, External Guildhall Square, MAIN AUDITORIUM	Craig Patterson	Created on 13/02/19	6	6	MEDIUM 6
Current Controls				Review Notes					
Production companies given time to rehearse/test equipment before event. equipment serviced and maintained. Noise level reading taken annually and any actions acted upon									
69		Are the means of escape adequate in event of an emergency	Increase risk of injury or potential crowd disorder due to lack of escape routes from building	GUILDHALL, EVENTS	Nick Coles	Created on 28/12/18	8	8	MEDIUM 8

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Current Controls				Review Notes					
All emergency exits are checked before the start of the event/function and staff being vigilant during event. Door maintenance checks/service contract with approved supplier. Capacity is calculated by the number of exits available. Layout of furniture, exhibition stands etc are planned so they do not block fire exits and escape routes.									
75		stage pyrotechnics	Pyrotechnics being used.	GUILDHALL, EVENTS, External Guildhall Square	Craig Patterson	Created on 13/02/19	3	3	LOW 3
Current Controls				Review Notes					
Production riders are checked by the stage manager before the event and any concerns regarding excessive use of pyro should be spoken with production manager.									
83		Working at height	Staff, contractors, riggers and performers.	GUILDHALL	Nick Coles	Created on 29/12/18	8	8	MEDIUM 8
Current Controls				Review Notes					
All platforms for performers and others are adequately fenced. Edge of stage highlighted with white tape. Ladders to be suitable, regularly inspected and used for light work and short duration by trained staff. Only trained authorised persons to work on lighting rig. All work at height by contractors is done under a permit to work system.									
93		Access to auditorium during set ups	Risk of serious injury to staff if equipment falls on them.	GUILDHALL	Craig Patterson	5/07/19	12	9	MEDIUM 9
Current Controls				Review Notes					
Site policy limits access through the auditorium during set ups. Signs displayed on all doors leading to auditorium. Physical barriers on doors around working area. Stage manager responsible for monitoring site policy.									
99		Scenery and props	Scenery and or props on and off stage falling over and causing serious injuries. Unsecured scenery can be dangerous if knocked into or weather conditions change scenery could be tampered with if public gain unauthorised access scenery and props should be flame retardant where possible.	GUILDHALL, EVENTS, External Guildhall Square	Craig Patterson	Created on 3/07/19	6	6	MEDIUM 6
Current Controls				Review Notes					
Scenery and props stored in a safe manner by stage crew. Scenery secured on stage by stage crew. Weather conditions could change, so a weather forecast should be accessed before buildings. Scenery shouldn't be accessible to public or anything that is incompetent scenery and props should be flame retardant where possible. Signage should show public and staff where is prohibited. Low light levels should have signage to guide staff and performers to the correct way. Sharp edges should be covered.									

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105		Large amount of equipment back stage when a show is being rigged/de-rigged and during performance.	Staff, performers and production crew could suffer injuries if they knock into flight cases etc or find their route blocked if they need to leave the building in an emergency.	GUILDHALL, EVENTS, External Guildhall Square	Craig Patterson	Created on 3/07/19	9	9	MEDIUM 9
Current Controls				Review Notes					
Stage crew to ensure back stage is kept tidy and routes to fire exits are kept clear. Some flight cases are moved to other storage areas before performance. Constant vigilance by stage crew. If lighting is low then glow tape should be used to mark a clear route between storage to exits.									
106		Equipment being moved on/off ramp could be unstable and unpredictable.	Stage crew/personnel delivering equipment could suffer serious injuries if hit or crushed by equipment.	EVENTS	Craig Patterson	27/06/19	6	3	LOW 3
						27/06/19	12	6	LOW 3
Current Controls				Review Notes					
Back stage is cleared and made ready for delivery of equipment. Ramp checked before use and is signed off as secure and recorded. Unloading/loading of equipment to be done by equipment supplier only under supervision of PCT staff. Persons moving equipment should be wearing appropriate PPE such as steel toe cap boots to protect their feet. Flight cases should be moved by more than one person. Barriers in place around the north side of vehicle to stop persons walking into vehicle area. Barriers in place under the side of loading ramp at ground level to stop people walking under the ramp. Back stage security in place to stop unauthorised access back stage. Building work completed for a new loading area with a less steep incline. Vehicles able to reverse to ramp directly without risk of impact with trees and pedestrians.				Risk reviewed and whilst tolerable changes are required to loading bay inline with proposed actions given to PCC for changes to make the area a safer working environment. Following the construction of the new loading bay and re assessment the practice is now much safer with lower gradient and less manual handling of heavy flight cases.					
109		Electric shock	Staff could suffer severe burn injury.	DEPARTMENTS, GUILDHALL	Nick Coles	Created on 29/12/18	10	10	HIGH 10
Current Controls				Review Notes					
Staff are trained to check equipment before use. Use battery powered tools if possible. The equipment is periodically tested. Stop using equipment immediately if it appears to be faulty.									
111		Noise	Staff could suffer hearing loss.	GUILDHALL, EVENTS	Nick Coles	Created on 31/12/18	6	6	MEDIUM 6
Current Controls				Review Notes					
Ear defenders are provided and worn. Recording of sound levels at events. Signage in place to notify of loud noise.									

#	Classification	Risk Identified	Description	Area of Interest	Responsible Person(s)	Changed	From	To	Controlled Rating at 26/11/2019
127		Young persons performing on stage and using other areas of the building, unfamiliar with area.	Increased risk of injury to young person due to slip, trip or falls on and off the stage.	MAIN AUDITORIUM	Craig Patterson	Created on 7/03/19	8	8	MEDIUM 8
Current Controls				Review Notes					
The stage is already set up by the stage technicians and checked before use. Area staffed by stage crew. Performers are encouraged to have a rehearsal before performance. Unsafe practice on stage or back stage witnessed by staff will be stopped and then reported to event organiser. Areas cleared or set up for event. Organisers ensure activities taking place in area are well supervised. Risk assessments provided. Teachers and school staff to ensure no horseplay by young persons whilst on stage or rostra during rehearsals and performance									
128		Young person working	Increased risk or injury to young person due to their inexperience and working times.	GUILDHALL	Hayley Reay	Created on 7/03/19	8	8	MEDIUM 8
Current Controls				Review Notes					
Pre-event performance briefing by event organiser and stage staff. Young person are under instruction at all times by event volunteers and/or stage crew. Young person complete health and safety paperwork before starting to work. Young person are not left unsupervised									
160		Visitors	Persons visiting the venue or it events	GUILDHALL, EVENTS, External Guildhall Square, Entrance doors, 3rd FLOOR, U2, 2nd FLOOR, 1st FLOOR, MAIN AUDITORIUM, DOOR/QUEUE AREA, Studio, THE SQUARE KITCHEN, BASEMENT	Nick Coles	Created on 19/02/19	4	4	LOW 4

#	Classification	Risk Identified	Description	Area of Interest	Responsible Person(s)	Changed	From	To	Controlled Rating at 26/11/2019
Current Controls				Review Notes					
			<p>CCTV in and outside of building Appropriate alarm system installed in risk areas. Back of house areas restricted by security passes issued to staff Receptionist on duty during opening hours Staff vigilance and site defect reporting procedure. Security company provide appropriate qualified personnel for events & functions Barriers positioned so people cannot walk directly out into the path of passing traffic when leaving the building 5 mph signs clearly displayed All staff ensure a good standard of general housekeeping is carried out. Cleaning materials and signs available to all staff, if required, to clean up spillage. All areas are well lit, including stairs. No trailing leads or cables, unless they are covered correctly. Nosing on stairs All enclosed stairwells have at least one handrail on one side. Guildhall staff grit outside front doors and fire exits in adverse conditions. Railing positioned on balcony wall in front of steps FOH staff and security to monitor public during events and to react to situations that may endanger life or injury. Electrical installation tested and maintained by competent people according to a planned schedule. Whole building Electrical system tested every 5 year. Warning signage on all electrical distribution systems. Staff trained in basic electrical safety. All electrical cupboards are locked Staff trained & qualified in safe food handling. Food safety policy includes control over deliveries, preparation, storage, temperature and cooking. Food sourced from high quality reputable suppliers Daily monitoring of cleaning standards. First aid facilities on site First aid qualified staff on site Accident & Incident reporting procedures in place Accident & Incident training for all staff. Radio communication between staff for quick response to emergency situations Clear signage in lift to prevent overloading. Automatic response call from alarm company if lift alarm pressed. Staff to follow lift evacuation procedure. Measures have been taken by the Portsmouth Guildhall to accommodate all levels of disabilities, for further information please refer to the PG website. Situations or incidents would be managed by PG staff in line with the PG Emergency Action Plan. Fire alarm tested weekly and serviced by approved supplier Fire exits doors and routes checked daily Correct emergency signage Fire assemble point Fire risk assessments have been completed and adequate fire safety measures are in place. Fire fighting equipment serviced and checked regularly. Staff follow lost child procedure. Signage placed on all levels of building, over various doors and strategic places. Staff on duty to direct patrons around building. Back of house area secure and cannot be accessed by public. Toilets, disabled toilets and baby changing facilities are available on site. Eating and resting areas are provided on site.</p>						
161		General Security	Intruder and vandalism	GUILDHALL	Ian Featherstone	Created on 29/11/18	6	6	MEDIUM 6
Current Controls				Review Notes					
			<p>CCTV in and outside of building. Appropriate alarm system installed in risk areas. Back of house areas restricted by security passes issued to staff. Receptionist on duty during open hours. Staff vigilance and site defect reporting procedure Security provided for events and functions. Security and safety manager on site 4 days per week All staff trained in awareness and reporting ACT e-learning issued to HOS/ HOD and security staff Patrols carried out by Head of Security, non routine in route and time of day</p>			02/09/2019 Reviewed and no changes required Reviewed and signed off			
166		Accidents and Incidents on site	Visitors may suffer further injury if not dealt with correctly or an incident not controlled.	GUILDHALL, EVENTS, External Guildhall Square	Nick Coles	Created on 19/02/19	6	6	MEDIUM 6

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Current Controls				Review Notes					
First aid facilities on site. First aid qualified staff on site. Accident and incident reporting procedures in place. Accident and incident training for all staff. Radio communication between staff for quick response to emergency situations. A walk in NHS centre available down Guildhall walk.									
168		Disabled Visitors	Disabled person may suffer injury or possible fatal injury is unable to exit building.	GUILDHALL, EVENTS, External Guildhall Square	Nick Coles	Created on 19/02/19	4	4	LOW 4
Current Controls				Review Notes					
Measures have been taken by the Portsmouth Guildhall to accommodate all levels of disabilities, for further information please refer to the PG website									
170		Lost Visitors, especially children in the venue.	Visitors of all ages getting lost in the building.	GUILDHALL, EVENTS, External Guildhall Square	Ian Featherstone	Created on 27/06/19	6	6	MEDIUM 6
Current Controls				Review Notes					
Staff follow lost child procedures. Signage placed on all levels of building, over various doors and strategic places. Staff on duty to direct patrons around the building. Back of house area secure and cannot be accessed by public.				02/09/2019 Reviewed and no changes required					
171		Welfare facilities	Visitors	GUILDHALL, EVENTS, External Guildhall Square	Nick Coles	Created on 19/02/19	2	2	LOW 2
Current Controls				Review Notes					
Toilets, disabled access and baby changing facilities are available on site. Eating and resting areas are provided on site.									
175		Will numbers attending be controlled or predictable	Increase risk of potential crowd disorder due to no ticket allocation.	EVENTS, External Guildhall Square	Nick Coles	Created on 22/02/19	2	2	LOW 2
Current Controls				Review Notes					
Area to be barriered off. Entrance through single entrance by the main gate. Exit north side of the building by war memorial. Both entrances controlled by Guildhall staff. Numbers to be controlled by Guildhall staff. Barriers can be moved to allow for an emergency evacuation of the area.									
226		Child protection	Child protection is very much a priority with this event. All measures have been put in place for events within the Guildhall to ensure safety of young persons whilst attending the event and the Guildhall safeguarding policy is followed by all staff and relevant checks in place for workers	GUILDHALL, EVENTS	Hayley Reay	Created on 26/11/19	4	4	LOW 4

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Current Controls				Review Notes					
In event of observation or disclosure of child abuse or neglect, staff follow Child Protection procedures. Signage clearly displayed regarding photography of children with the option not to have photo taken. All staff follow Guildhall safeguarding procedures as documented									
325		Attendance at the event by young people and potentially vulnerable adults	Physical, verbal or sexual abuse by a volunteer, member of staff, other young person or artist	GUILDHALL, EVENTS	Nick Coles, Hayley Reay	Created on 23/11/19	4	4	LOW 4
Current Controls				Review Notes					
All staff and artist have had an enhanced CRB or DBS check. At least one staff member has been given safeguarding training. Staff, artists, and volunteers are instructed not to be alone with any young person at any time and should always seek assistance if the situation arises. All staff, volunteers and artists must adhere to the Guildhall Trust Child Protection Policy. The group's own group leader is directly responsible for the young people in their care at all time.									
326		Young people entering a dressing room or main hall	Leaving bags and personal belongings in a gangway or in the way of the other participants	GUILDHALL, EVENTS	Nick Coles, Hayley Reay	No change	4	4	LOW 4
Current Controls				Review Notes					
Young people will be asked to leave bags etc in designated spaces within or outside the studio space on arrival by the teacher or in house staff									
327		Young people dancing	Risk of dance relating injury (ie sprain, break, strain to the muscular-skeletal system) through misinterpretation of the task or poor/ incorrect execution	GUILDHALL, MAIN AUDITORIUM, Studio	Craig Patterson, Nick Coles, Hayley Reay	Created on 23/11/19	4	4	LOW 4
Current Controls				Review Notes					
Dance Teacher will be advised as to the competence level of the participants in advance. Dancers will be encouraged to ask questions if they do not understand the task. Suitable warm-up and cool-down exercises will be given									
328		Young people entering the auditorium and stage	Young people entering the auditorium and stage during rehearsals with low-level lighting	GUILDHALL	Craig Patterson, Nick Coles, Shane Spears	Created on 23/11/19	4	4	LOW 4
Current Controls				Review Notes					
Young people will be asked to walk carefully when backstage and not to run at any time. Luminous or high visibility strips to be used on hazards where necessary									
329		Young people using toilets	Young people using the toilets and the hot water in the sinks	GUILDHALL	Nick Coles, Hayley Reay	No change	2	2	LOW 2

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Current Controls				Review Notes					
Young people will be advised that the water may be hot and that caution should be taken									
330		eating and drinking in the auditorium and dressing rooms	Young people using the auditorium and dressing room for eating and drinking	GUILDHALL	Nick Coles, Hayley Reay	Created on 23/11/19	4	4	LOW 4
Current Controls				Review Notes					
Young people will be advised to be careful with food and drink in all areas Mops/wipes up spills immediately and alert a staff member or group leader immediatelyExtra bin in all areas									
332		Young People rehearsing	Young people rehearsing on stage or the studio	GUILDHALL, Studio	Craig Patterson, Nick Clarke, Hayley Reay, Shane Spears	Created on 23/11/19	6	6	MEDIUM 6
Current Controls				Review Notes					
The technical manager and staff will check the space before each rehearsal for any miscellaneous objects or hazards and will remove them. Venue management should be notified of any broken glass or other dangerous objects found on or near the stage or studio.All rehearsal will be supervised Young people will be given an H&S talk on arrival and will be asked to be careful and vigilant to potential dangers.Production team to ensure space is clear of equipment that may be a hazard.Production Team to ensure that all H&Sprocedures are adhered to and equipment is checked prior to people's arrival.									