

1 low risk, 5 high risk

RISK	At Risk Persons	Likelihood	Severity	Overall	Control in Place	Further action or comments
Fire evacuation	All	1	5	5	Fire policies and procedures in place. All venue staff trained in emergency evacuation.	Teachers to remain in control of their allocated children.
Height Of Seating (Leaning Over)	All	1	3	3	Ushers provided in venue as control check. Teachers with children at all times	Be sure to have enough provisions of teachers and helpers
Steps down to upstairs Toilets Hazard: Trip or fall	All	1	3	3	Teacher supervision at all times	
Steps to upstairs level and in main hall Hazard: Trip or fall	All	1	3	6	Illumination at change in level. Hand barrier to grip as well as carpeted floors and very low steps.	Teachers with pupils at all times.
Lost Child	All	2	5	10	Teacher/pupil ratio to be adhered to. Teachers to supervise children leaving the auditorium. Side door closed when all children are in the theatre.	Teachers with pupils at all times.
Travel: Accident	All	Non Applicable to Loughborough Town Hall	Non Applicable to Loughborough Town Hall	Non Applicable to Loughborough Town Hall	Emergency services can be reached on 999 to contact the venue: 01509 634960 or 01509 231914 PLEASE INFORM LTH!	Non Applicable to Loughborough Town Hall
Medication Needed	All	2	5	10	Non Applicable to Loughborough Town Hall. All responsibility regarding medication is the responsibility of teachers.	Fully Trained First Aiders on Staff at venue, however they are not medically trained
No medication for a child	all	1	5	5	Teachers to check before leaving school that they have all medicine that is required.	If child needs treatment beyond first aid then if required an ambulance will be called.
Town Hall Passage Way Obstructions	All	1	3	3	Ushers and Teachers scan the area before children walk on the ground	
Entrance Door : Access to stairs: Hazard: Chance of children mounting stairs whilst queuing	All	1	3	3	Ushers to act as a barrier on stairs to ease the flow of people moving	If major problem arises, teachers and ushers are there to support
Entrance Door: Slipping falling in foyer	all	1	2	2	Non Slip Carpet	report in accident log
Exiting performance in lowlighting	All	3	2	6	Adult supervision at the end of each row. Ushers have torches to assist.	
Return Home to Parents	Children	Non Applicable to Loughborough Town Hall	Non Applicable to Loughborough Town Hall	Non Applicable to Loughborough Town Hall	Non Applicable to Loughborough Town Hall	Non Applicable to Loughborough Town Hall