Charnwood	**Risk assessment for: School Panto Performances**

CBC Corporate H&S Policy: the person responsible for ensuring suitable and sufficient risk assessments are conducted and communicated to all relevant people is the Head of Service. They may delegate the task to the manager of the activity. The Corporate H&S officer will provide guidance and advice if required.

Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity.

Location: Loughborough Town Hall – Theatre and foyer.	Date of Risk Assessment: 23/06/26
Completed By: Sophie Tinsley - Front of House Manager	Review Date: *+1 year*
Circulation to whom: Venue Manager, Duty Manager, Operations Assistant and Box Office staff	
Task Description: This risk assessment considers hazards involved in School Visits to see the Pantomime at Loughborough Town Hall. The Pantomime takes place for schools during a 4-week block in November and December.	
Relevant documents:	

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	What are you already doing? (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (--/--/-)	Done By:
Fire (In the kitchens or compostable materials in the rooms) Arson attacks.	Staff, customers, and contract caterers. Burns, smoke inhalation. Damage to the building.	Venue has a comprehensive Fire Safety Policy and Fire Emergency Plan which is reviewed at least annually and cascaded to all staff. Staff ensure fire exits and routes aren't blocked regularly at the start and during the event. Daily checklist completed by Duty Manager ensures areas are well lit and all combustibles are cleared. Equipment being used is PAT tested and is unlikely to cause a fire.	**4**	**I**	**Low**		4	I	Low	Front of House Manager	Review July 2026	

Hazard (Something with a potential to cause	Who might be Harmed & How?	What are you already doing? (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy	Final Risk Rating (S x L)			Action Required		
Height of Seating.	School children, teachers. Leaning over and falling off the theatre seats may cause injury.	Ushers provided in venue as control checks. Teachers supervising children at all times. Seating regularly checked and serviced by approved supplier	**2**	I	**Very Low**	NR	2	I	Very Low	Front of House Manager	Review July 2026	
Hazardous substances such as cleaning chemicals.	Users and staff (especially housekeeping staff) are at risk from skin damage, dermatitis, and eye damage from direct contact with cleaning chemicals. Vapour may cause breathing problems.	All cleaning products are locked in cleaning stores away from users. Cleaning is carried out when the rooms are not in use Chemical data sheets assessments are available to housekeeping staff. PPE provided to cleaning staff. Non-hazardous cleaning products provided wherever possible. CBC environmental audit quarterly	**3**	I	**Low**		3	I	Low	Front of House Manager	Review July 2026	

Hazard (Something with a potential to cause	Who might be Harmed & How?	What are you already doing? (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy	Final Risk Rating (S x L)			Action Required		
Slips, trips, and falls	School children, teachers, staff. Injuries could be caused from: Entering and leaving the theatre. Steps up and down to the toilets. Overcrowding.	Daily checklist completed by Duty Manager ensures areas are well lit, clean, and clear of trip hazards. Duty Managers on shift are all First Aid trained Venue has clear maintenance regime and good housekeeping/cleaning arrangements. Usher's check corridors, toilets, and fire routes pre-show. Teacher / pupil ratio to be adhered too. Teachers to supervise at all times. Hand barrier to grip on stairs. Grip treads on stairs. Nonslip carpet.	**4**	I	**Low**		4	I	Low	Front of House Manager	Review July 2026	

Hazard (Something with a potential to cause	Who might be Harmed & How?	What are you already doing? (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy	Final Risk Rating (S x L)			Action Required		
Lost Children	School Children. Children getting lost on arrival and when leaving the auditorium. Children leaving during the interval and to the rest rooms.	Teacher / pupil ratio to be adhered too. Teachers to supervise children leaving the auditorium. Side doors closed when all children are in the theatre. LTH staff present in the foyer and inside the theatre at all times.	**3**	I	**Very Low**		3	I	Very low	Front of House Manager	Review July 2026	
Children falling ill, disabilities	School children, teachers.	Responsibility of the school and teachers to ensure all pupils has their medication if required. LTH first aid trained staff on duty at all times.	**3**	I	**Very Low**		3	I	Very Low	Front of House Manager	Review July 2026	
Child experiences an allergic reaction to Venue supplied refreshment item	School children. Allergic reaction (allergen dependent)	Refreshment Form sent to Schools includes food allergen information. LTH first aid trained staff on duty at all times. Teachers to supervise children while in the	**3**	I	**Very Low**		3	I	Very Low	Front of House Manager	Review July 2026 (or when an item is changed)	

Hazard (Something with a potential to cause	Who might be Harmed & How?	What are you already doing? (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy	Final Risk Rating (S x L)			Action Required		
		auditorium for any consumption. Refreshments items given to Teachers at interval, for Teachers to distribute to children. Teachers to be aware of any food allergies within their school group.										
Suspicious items being left in the building Suspicious People	School children, teachers, LTH staff, Cast, Crew. Injuries could be caused from: Potential terrorist attack	Security arrangements in place to ensure only customers for the show enter the building. All customer access through front doors only. CCTV operation in place to monitor any potential issues. Staff completed training in ACT Awareness. Staff are vigilant and know how to safely evacuate building to outside of potential blast	**4**	I	**Low**	All staff to complete ACT online training Terrorism Prevention Plan to be completed and circulated.						

Hazard (Something with a potential to cause	Who might be Harmed & How?	What are you already doing? (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy	Final Risk Rating (S x L)			Action Required		
		radius. Pre-show building checks conducted by FOH teams before a show and in between shows.										

Risk Matrix

Likelihood	Severity			
Very Likely (4) - *Regular occurrence* - *Circumstances frequently encountered*	**4**	**8**	**12**	**16**
Likely (3) - *Likely to happen at some point in the next 3 years* - *Circumstances occasionally encountered*	**3**	**6**	**9**	**12**
Unlikely (2) - Only likely to happen once every 3 or more years - Circumstances rarely encountered	**2**	**4**	**6**	**8**
Remote (1) - *Has never happened before* - *Circumstance never encountered*	**1**	**2**	**3**	**4**
	Minor (1) - *Brief disruption to service less than 1 day – minor or no loss of customer service.* - *Low financial loss > £10,000* - *Minor/no injuries.* - *Minimal news/press impact.* - *Affects single team only.* - *Minor/no damage to local environment*	**Significant (2)** - *Loss of service for 1 – 3 days* - *Noticeable disruption, some customers would be affected across a service area of the Council* - *High financial loss £10,000 - £100,000* - *Severe injury to an individual/ several people* - *Local*	**Serious (3)** - *Loss of service for 3 to 5 days. Serious disruption, ability to service customers affected across several service areas of the Council.* - *Serious financial loss £100,000 - £999,999* - *Extensive/multiple injuries, intervention by HSE* - *Local adverse news item/professional press item* - *Likely judicial review or legal challenge of service specific decision.* - *Serious damage to local*	**Major (4)** - *Major loss of service for more than 5 days.* - *Severe disruption to the Council and its customers affecting the whole council.* - *Major financial loss > £1,000,000* - *Loss of life, intervention by HSE.* - *National news coverage* - *Likely successful judicial review or legal challenge of Council decision.* - *Major environmental damage.*

OVERALL RISK RATING		Risk Rating Definitions
12 - 16	HIGH	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.
6 - 9	MODERATE	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
3 – 4	LOW	This is an acceptable level of risk. It is advised that continual monitoring in order to ensure that no changes / deviation of control measures occur.
1 – 2	VERY LOW	This is a very acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further