# SCHOOL VISIT RISK ASSESSMENT – VICTORIA WOOD THEATRE

**School / Establishment:**
**Visit date:**
**Performance / show:**
**Age / year group:**
**Number of pupils:**
**School staff / adults:**
**Lead teacher:**
**Venue contact:**
**Assessment date:** 03.10.2026
**Review date:** Before each visit / when circumstances change

| Hazard / activity | Who might be harmed? | Potential harm | Initial likelihood (1–5) | Consequence (1–5) | Initial risk | Control measures / precautions | Further actions / checks before visit | Responsible person | Residual risk |
|---|---|---|---|---|---|---|---|---|---|
| Travel to/from theatre and road crossings | Pupils, staff, accompanying adults | Road traffic collision; falls; separation from group | 2 | 5 | 10 | Use an appropriate school transport provider or agreed walking route. Pupils remain with allocated adults. Adults supervise boarding/alighting and road crossings. Pupils receive clear behaviour and road-safety instructions. | Confirm transport arrangements, drop-off/pick-up point and any road crossings. Take register before departure and on arrival. | Lead teacher | 5 |
| Arrival/departure and gathering in public areas | Pupils, staff | Pupil becomes separated; collision with members of public; trips | 2 | 4 | 8 | Adults positioned at front, rear and/or strategic points of the group. Establish a clear meeting point. Headcounts/registers at departure, arrival and before leaving. Pupils instructed not to leave the group without permission. | Agree meeting point and emergency contact procedure with venue. Ensure every adult knows their allocated pupils. | Lead teacher | 4 |
| Lost / missing pupil | Pupils | Abduction, distress, injury, safeguarding incident | 2 | 5 | 10 | Pupils supervised in small groups with named adults. Regular headcounts. Pupils told what to do if separated. If a pupil is missing, alert venue staff immediately, keep remaining pupils supervised, follow venue missing-child procedure and contact school/emergency services as appropriate. | Obtain/confirm venue missing-child procedure and identify Box Office/House Manager or equivalent contact before visit. | Lead teacher / venue | 5 |
| Safeguarding and contact with venue staff/public | Pupils | Inappropriate contact or pupil being left alone with an adult | 1 | 5 | 5 | School safeguarding procedures remain in force. Pupils are not to be left alone with venue staff/contractors. School staff retain responsibility for supervision. Follow school ratios and DBS/volunteer requirements. | Brief all accompanying adults; ensure pupils know which adults they should approach for help. | Lead teacher | 5 |
| External steps, paths and entrances | Pupils, staff, visitors | Slips, trips, sprains, fractures | 2 | 3 | 6 | Venue assessment states external steps have abrasive/non-slip surfaces, are kept clear, and are gritted/treated in icy or snowy conditions. Adults supervise movement and pupils are instructed to walk, not run. | Check weather and venue conditions on day of visit. Consider alternative/accessible entrance if required. | Lead teacher / venue | 3 |
| Internal stairs / changes of level | Pupils, staff | Trips, falls, bruising or fractures | 2 | 3 | 6 | Venue assessment identifies marked/non-slip stair edges and compliant step profiles. Use handrails where available. Pupils move in an orderly manner with adults distributed through the group. | Identify any pupil requiring step-free access; confirm route with venue in advance. | Lead teacher | 3 |
| Automatic/manual doors | Pupils, staff | Trapped fingers; doors closing on people | 1 | 2 | 2 | Venue assessments state automatic doors are maintained, have sensitive sensors/signage, and manual doors have finger protection. Pupils are instructed not to push through doors or hold them dangerously. | Adults monitor movement through busy doorways. | All supervising adults | 2 |
| Theatre seating / C block | Pupils, staff | Falls, bruising, cuts or sprains; seating defect | 2 | 3 | 6 | Venue seating is checked by the House Manager before each performance. C block is inspected/sign-off completed and chairs secured. Pupils remain in allocated seats and do not climb over/through seating. | Confirm school seating allocation and any accessibility requirements. Report defects immediately and do not use affected seats. | Lead teacher / venue | 3 |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Runaround / escape routes and backstage areas | Pupils, staff | Trips, collision, restricted evacuation route | 2 | 4 | 8 | Venue assessment requires runaround areas to be clear before performances. Props/cables must not block escape routes. School groups remain in public/audience areas unless specifically authorised and supervised. | Confirm pupils will not access stage, backstage, technical or restricted areas. | Lead teacher / venue | 4 |
| Stage props, scenery, weapons and stage effects | Pupils, staff | Cuts, bruises, burns or other injury | 1 | 4 | 4 | Venue controls include designated prop storage, removal from public access, individual assessment of stage weaponry, and trained technical staff for effects. Visiting companies should have their own risk assessment. | Ask venue/show producer whether weapons, stage fights, pyrotechnics or unusual props are used; confirm controls and audience separation. | Lead teacher / venue | 3 |
| Smoke, haze, pyrotechnics or strobe lighting | Pupils, staff | Respiratory irritation; distress; seizure trigger; shock | 2 | 4 | 8 | Venue assessment states warnings/announcements and signage should be provided and effects operated by trained technicians. Effects should comply with relevant safety standards. | Check the performance content in advance. Identify pupils with relevant medical/access needs and discuss reasonable adjustments or seating with venue. | Lead teacher / venue | 4 |
| Slips, trips, spillages and housekeeping | Pupils, staff | Sprains, fractures, cuts, bruising | 2 | 3 | 6 | Venue requires spillages to be cleaned promptly, wet-floor signs used and walkways kept clear. Pupils walk rather than run. Adults monitor the group and report hazards to venue staff. | Remind pupils before entering. Keep bags/coats stored as directed and out of aisles. | All supervising adults | 3 |
| Food, drink, allergies and choking | Pupils, staff | Choking; allergic reaction; scalding | 2 | 5 | 10 | Follow school medical/allergy procedures. Pupils should only eat/drink where permitted by the venue. School staff carry required medication in accordance with school policy and know emergency procedures. | Confirm whether food/drink is permitted in the auditorium. Check medical/allergy information and emergency medication before departure. | Lead teacher / first aider | 5 |
| Medical emergency / first aid | Pupils, staff | Illness or injury requiring treatment | 2 | 5 | 10 | At least one responsible adult should hold appropriate first-aid competence where required by school policy. School emergency medication and contact information taken on visit. Venue first-aid/emergency arrangements identified. | Confirm venue first-aid point, emergency access and procedure. Carry pupil medical information securely and only as required. | Lead teacher / first aider | 5 |
| Fire alarm / evacuation / other emergency | Pupils, staff, visitors | Smoke inhalation, burns, crush injuries, separation | 1 | 5 | 5 | Venue has emergency/evacuation procedures. School staff maintain supervision and headcounts. Follow instructions of venue staff; do not use lifts during fire evacuation unless venue/emergency procedure specifically permits it. | On arrival, identify nearest suitable exits and assembly point; confirm who leads the group and who sweeps/rear-supervises. | Lead teacher / venue | 5 |
| Security threat / suspicious item | Pupils, staff, visitors | Serious injury or fatality | 1 | 5 | 5 | Venue assessment states areas are monitored, suspicious packages/behaviour reported and evacuation plans are in place. School group must follow venue instructions immediately and must not touch suspicious items. | Check current venue instructions on arrival; ensure all adults know emergency communication arrangements. | Lead teacher / venue | 5 |
| Accessibility / additional needs | Pupils, staff | Exclusion, distress, falls or inability to evacuate safely | 2 | 4 | 8 | Plan supervision and access according to individual pupil needs. Venue lift is available for those unable/unsure to use stairs, subject to emergency procedures. Reasonable adjustments should be agreed in advance. | Confirm accessible entrance, seating, toilet access and evacuation arrangements for individual pupils. | Lead teacher / venue | 4 |

*Risk rating guide: Likelihood 1–5 × Consequence 1–5. 1–4 Low, 5–9 Medium, 10–15 High, 16–25 Very High. Ratings should be reviewed if circumstances change.*

# VICTORIA WOOD THEATRE – PRE-VISIT CHECKLIST

| Check | Completed by | Date / notes |
|---|---|---|
| Visit date / performance confirmed | | |
| Transport and drop-off / collection arrangements confirmed | | |
| Venue contact / House Manager contact confirmed | | |
| Venue emergency and evacuation procedure checked | | |
| Assembly point identified | | |
| Nearest accessible entrance / step-free route confirmed | | |
| Seating allocation confirmed; accessibility needs addressed | | |
| Special effects / strobe / haze / pyrotechnics checked with venue | | |
| Missing pupil procedure agreed with venue | | |
| School register and emergency contacts taken | | |
| Medical / allergy information and required medication checked | | |
| First aider identified and venue first-aid arrangements confirmed | | |
| Adult supervision groups / pupil allocations confirmed | | |
| Pupils briefed on behaviour, safety, staying with group and emergency procedures | | |
| Weather / external ground conditions checked on day | | |
| Final headcount completed before leaving school and before leaving venue | | |

## SOURCE AND SCOPE

Prepared using the uploaded Theatre Risk Assessments 2026 and School Risk Assessments spreadsheets.

The theatre source assessments include controls for stairs, seating, props, special effects, technical areas, cable runs, lifting, stage weapons, runaround/escape routes and C block inspection.

The school/attraction source assessments include controls for lost children, safeguarding, doors, lifts, slips/trips, emergencies/security and medical/allergy considerations.

This document is a school visit risk assessment and should be read alongside the school's educational visits policy, safeguarding procedures, medical procedures and the venue's current emergency arrangements.

Before the visit, the lead teacher should confirm venue-specific arrangements, because performance content, access arrangements and operational conditions can change.

# Risk assessment

**AREA ASSESSED :-** Victoria Wood Theatre **RISK ASSESSOR:-** Jane Lovett **DATE OF ASSESSMENT:-** **07.01.26**

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Low head room underneath seating blocks, used for storage | Theatre staff, technicians, backstage crew | Cuts, bruises, knocks to the heads | 2 | 2 | 4 | Caution fixed overhead hazard' signs are in place. Hard hats provided. Cast and crew receive a Health & Safety briefing from the Theatre Technician. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Props (on and off stage) | Actors, technicians, back stage crew | Cuts, bruises, burns | 2 | 2 | 4 | Props to be the responsibility of the Stage Manager and designated staff. Props to be stored behind stage, under seating blocks on designated tables. No props to block the runaround walkways to ensure the escape route are always protected. Stage Manager to liaise with House Manager to liaise over safe storage of props prior to performance commencing. Props on stage will be removed from public access before audience allowed to enter the Theatre. If any props pose a risk to the audience, the stage must be 'policed' at times of public access. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Smoke/haze, pyrotechnics, special effects, strobe lighting | All | Strobe lighting can trigger seizures. Pyrotechnics can cause shock. Inhalation of smoke/dry ice could affect people with conditions such as asthma | 2 | 3 | 6 | An announcement will be made prior ro any performance that incorporates any type of special effects that might pose a risk to members of the audience. Signage will also be put in place. All special effects will be operated by trained technicians. Pyrotechnic licences should be available if requested. All effects materials will conform to all relevant safety standards. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Slips/trips on stairs | All | Cuts, scrapes, sprains, fractures | 2 | 3 | 6 | All stair edges are clearly marked with either white edges or have non-slip stair nosing. Both emphasise the profile of the step. Steps conform to all current standards for rise/fall levels | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Use of cigarettes or flammable props by cast | Cast | Burns | 1 | 3 | 3 | These should be avoided unless absolutely necessary. Theatre Manager and House Manager must be informed if these items are to be used. An individual risk assessment will be made and a fire extinguisher will be on hand. Cigarettes must be extinguished ansd checked as soon as the Act ends. Extinguishing gel to be placed in ash trays prior to performance. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Theatre seating | Audience members/Theatre staff | Bruising, cuts, sprains | 2 | 2 | 4 | Seats checked by House Manager before each performance to ensure all chairs are fit for purpose. Audience advised to take extra precautions when accompanied by small children who can easily fall through the back of the chairs. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Eating/drinking whilst performing on stage | Actors | Choking, slips, trips, scalding | 2 | 2 | 4 | Actors will practice eating in dress rehearsals. All actors will be asked if they have any allergies prior to any performance that requires them to eat. Drinks to be sipped to avoid choking. Hot drinks to be poured and cooled prior to going on stage. Cups not to be over-filled. | N/A | Jane Lovett | 07.01.27 |

# Risk assessment

**AREA ASSESSED :-** Victoria Wood Theatre **RISK ASSESSOR:-** Jane Lovett **DATE OF ASSESSMENT:-** **04.04.26**

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Use of tech area and switchroom | Tech staff and house management | Electric shock/sprains/breaks | 1 | 5 | 5 | Access to tech room and switch room strictly restricted to authorised technical staff and house management only. Appropriate signage at foot of ladders and on doors. Equipment complies and is tested according to current guidelines. All equipment is isolated when not in use. | N/A | Jane Lovett | 04.04.27 |

# Risk assessment

**AREA ASSESSED :-** Victoria Wood Theatre **RISK ASSESSOR:-** Jane Lovett **DATE OF ASSESSMENT:-** 04.04.26

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Temporary cable runs across pathways on or off stage | Actors and stage crew | Slips/trips/cuts/bruises | 1 | 3 | 3 | All temporary cable runs kept away from public access points. All actors and stage crew advised of the temporary runs. All cable runs marked with gaffa tape to make them easy to see. If cables are required to be run across walkways, they are to be covered and marked with appropriate cable covers | N/A | Jane Lovett | 04.04.27 |

# Risk assessment

**AREA ASSESSED :-** Victoria Wood Theatre **RISK ASSESSOR:-** Jane Lovett **DATE OF ASSESSMENT:-** 04.04.26

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Lifting and carrying of sets on/off stage. | Actors/crew/theatre staff | Strains/cuts/bruises/falls | 2 | 3 | 6 | Heavy, awkward props to be split into smaller loads, or carried with extra help. Props to be kept a minimum of 1m away from audience members if moved during a performance. Need to allow a perimeter of 850mm fire escape aroound perimeter of stage. All lifting and carrying rehearsed before the show is open to the public | N/A | Jane Lovett | 04.04.27 |

# Risk assessment

**AREA ASSESSED :-** Victoria Wood Theatre **RISK ASSESSOR:-** Jane Lovett **DATE OF ASSESSMENT:-** **04.04.26**

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Using weapons and performing stage fights | All/everybody | Cuts/abrasions/bruises/lacerations | 1 | 4 | 4 | All stage weaponry individually risk assessed. No sharp edges on any stage swords/blades | All visiting companies should have their own risk assessment in place | Jane Lovett | 04.04.27 |

# Risk assessment

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| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Poor housekeeping in the Runaround, blocking passageways | Staff, cast memenbers, public, contractors | Trips, slips, bruses, sprains, fractures | 2 | 3 | 6 | Runaround to be cleared of any hazards causing blockage to the Runaround prior to all performances. Cast members informed during induction of their responsibilities to keep Runaround clear for their own safety and that of audience members | N/A | Jane Lovett | 04.04.27 |

# Risk assessment

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| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| C block not being inspected and signed off after erection | Staff, audience members | Trips, slips, falls, cute bruises, fractures | 1 | 4 | 4 | Person responsible for health and safety in the theatre to check that the ficture is sound and all chairs attacghed correctly. Edges to be checked for sharp edges or corners that may cause injury. | N/A | Jane Lovett | 04.04.27 |

# Risk assessment

**AREA ASSESSED :-** Attraction **RISK ASSESSOR:-** Jane Lovett **DATE OF ASSESSMENT:-** 7.01.26

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Lost children | Young visitors to the Attraction | Abduction, slips, trips, cuts, bruises | 1 | 5 | 5 | Children under 16 are not allowed into the Attraction without an adult. If a child is reported missing, the nearest member of staff will put out the code over the radio so that all doors to the building will be covered by staff. Missing children will be taken to the Box Office and the Day Manager will be called. Police will be called within 15 minutes of a child not being found | N/A | Jane Lovett | 07.01.27 |

# Risk assessment

**AREA ASSESSED :-** Attraction **RISK ASSESSOR:-** Jane **DATE OF ASSESSMENT:-** 07.01.26

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| All 'manual' doors in the Attraction | All | Trapped fingers, doors closing on people | 1 | 2 | 2 | Manual doors have finger safes fitted | N/A | Jane Lovett | 07.01.27 |

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| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Staff and contractors working in the Attraction that aren't DBS checked | Young visitors to the Attraction | Possible danger to children | 1 | 4 | 4 | All visiting children must be accompanied by an adult. No member of staff or contractor to be left alone with children unless DBS checked | N/A | Jane Lovett | 07.01.27 |

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| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Automatic doors to first film | Trapped fingers, doors closing on people | All | 1 | 2 | 2 | Qualified technicians to maintain doors, Doors meet safety standards. Finger safes fitted | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| All dangers in the Attraction that are not intended to be touched | All | Scratches, cuts, bruises | 1 | 2 | 2 | We endeavour to keep all fixtures and fittings and scenery in a safe state for customers to visit. Areas with multiple hazards are barriered off | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Automatic doors in the foyer | All | Trapped fingers, doors closing on people | 1 | 2 | 2 | Signs on door saying they are automatic. Regularly checked and maintained. Sensors on door very sensitive, unlikely to close on people | N/A | Jane Lovett | 07.01.27 |

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| Customer lift. Door closing on people, people getting trapped in lift | All | Trapped fingers, cuts, bruises, panic | 1 | 2 | 2 | Lift meets all relevant passenger safety standards. It is maintained regularly by qualified lift technicians (currently Lancs and Cumbria Lifts). Evacuation procedures in place. The lift has glass sides so as not to induce panic | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| External steps into foyer area | All | Slips, trips, cuts, fractures | 2 | 3 | 6 | The steps have a very abrasive surface. The steps are kept clear of leaves. In icy or snowy conditions the steps are cleared and the entire area is gritted | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Pottery in shop | All | Cuts, bruises | 2 | 2 | 4 | Pottery items kept out of reach of small children but not too high up. Most pottery kept in glass cases | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Items on high shelves in shops or cafes | All | Cuts, bruises | 2 | 2 | 4 | Staff trained not to overstock shelves. Items not to be displayed too near the edge of shelves. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Dropping trays, carrying crockery and glass | All | Cuts, bruises | 2 | 2 | 4 | Clear pathways around tables. Staff know not to carry trays over people's heads. Floor kept clean and dry to avoid slips and trips. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Slips, trips | All | Sprains, fractures, cuts, bruising | 2 | 3 | 6 | Any spillages should be cleaned up immediately and wet floor signs put out. Staff are advised to wear sensible footwear. Staff know that walkways should be kept clear of obstructions | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Stairs from foyer to the Burrow Café | All | Grazes, cuts, bruises, fractures | 2 | 3 | 6 | Hand rails fitted to both sides of the stairs. Non slip strip on each tread. Customer lift available for anybody who is unsure/unstable on stairs. Checked regularly for slip/trip hazards | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Steps from the Burrow Café to Rayrigg Road | All | Cuts, grazes, bruises, fractures | 2 | 3 | 6 | The steps have a very abrasive surface to prevent slips. The steps are monitored throughout the day for slip/trip hazards. In icy weather, snow/ice is cleared and the steps are gritted | N/A | Jane Lovett | 07.01.27 |

# Risk assessment

**AREA ASSESSED :-** Attraction **RISK ASSESSOR:-** Jane Lovett **DATE OF ASSESSMENT:-** 07.01.26

| What is the hazard? | Who might be harmed? | How might people be harmed? | Likelihood of hazardous event occuring | Consequences of hazardous event | RISK LEVEL | Control measures in place | Further control measures required | Person to monitor risk assessment | Review Date |
|---|---|---|---|---|---|---|---|---|---|
| Terrorist threat/potential bomb/dirty bomb/chemical weapon/mail bomb | All staff, visitors, passersby | Fatality, shrapnel wounds, inhalation of toxic fumes, other blast-related injuries | 1 | 5 | 5 | All areas of exhibiton checked regularly for suspicious packages. Staff monitor any 'suspicious behaviour'. We can do bag checks if the threat level is increased. Full evacuation plans in place if necessary. | Terror levels constantly monitored | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Stamped concrete path from Crag Brow to the front doors of the Attraction | All | Slips/trips causing grazes, cuts, bruises, fractures | 2 | 3 | 6 | Stamped concrete is coated with a non-slip surface which is reapplied every year.In icy/snowy conditions, a non-corrosive alternative to salt is applied to melt ice and snow. Beware of slipping signs up by the path. | N/A | Jane Lovett | 07.01.27 |

# Risk assessment

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|---|---|---|---|---|---|---|---|---|---|
| Snow/ice on garden steps/paths | All | Cuts, bruises, fractures | 2 | 3 | 6 | If there is ice or snow on the ground, the area will be cleared and gritted before being opened to the public. All steps and slopes conform to building regs. If the weather conditions are so bad that the garden is deemed to be unsafe, it will be closed to the public | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Slips/trips | All | Cuts, bruises, fractures | 2 | 3 | 6 | All paving is laid without excessive proud edges between flags. There is a mat for wiping feet between interior and exterior of builkding. Wet floor signs available if gardener is watering plants | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Use of gardening tools, e.g. spades, forks, secateurs, rakes | Gardener/All | Cuts, bruises | 2 | 2 | 4 | Gardener is provided with appropriate PPE. Only gardener has access to these tools. Tools not in use will be locked in the garden shed. When working in the garden, the gardener will put up a sign saying 'work in progress' | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|---|---|---|
| Ingestion of/contact with plants | All | Poisoning/skin rash | 1 | 4 | 4 | Most poisonous plants are planted away from footpaths and walkways. Parental supervision is a necessity throughout all areas of the exhibition. There is signage in the garden to warn people from touching the plants. | N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|
| Automatic doors leading from the Attraction to the garden | All | Trapped fingers, doors closing on people | 1 | 2 | 3 | Signs on doors stating they are automatic. Regularly checked and maintained. Sensors on the door are very sensitive and unlikely to close on anybody |

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| N/A | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|
| Walking up and down the steps in the garden | All | Cuts, bruises, fractures | 2 | 3 | 6 | Steps have a rough surface and are not slippy when wet. The steps are checked at least once a day for slip/trip hazards. All steps have handrails for support |

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| --- | --- |
| N/A | Jane Lovett |

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|---|---|---|---|---|---|---|
| Glass breaking in greenhouse | All | Cuts,abrasions | 1 | 3 | 3 | All glass panels fitted by professionals. Care is taken when opening and closing doors to prevent slamming leading to breakage. Doors are hooked open during the day. |

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|---|---|---|---|---|---|---|
| Water butt in garden | All but especially children | Drowning | 1 | 5 | 5 | The open water butt is part of the water feature. It is uncovered but is difficult to access because of pots and baskets in front of it. If maintenance is required, this will be carried out under closely supervised conditions |

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| The gardener will put some mesh over the top of the water butt | Jane Lovett | 07.01.27 |

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|---|---|---|---|---|---|---|
| Bee or wasp stings or insect bites | All | Reactions related to allergies, i.e. anaphylactic shock | 2 | 5 | 10 | All staff are requested to inform us of any medical conditions that they have. We should be told if, for instance, they have an epipen. An ambulance would be called immediately if someone was thought to be suffering from a severe allergic reaction. Our first aiders would be able to administer an epipen if appropriate |

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| N/A | Jane Lovett | 07.01.27 |