The Dream Factory Building Risk Assessment: Reviewed March 2024

FOYER

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date Completed by |
| Electrical doors  Big Clear Windows | Objects or body parts being trapped by sliding doors.  Running in to the windows | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Members of the public and staff. Mainly children too small to activate sensors.  Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of the public. | * Any adjustments to door controls made by Playbox staff only. * Children encouraged not to play in or around the door area. * Weather permitting, risk is minimised by keeping the doors on ‘hold’ setting. * Information Officers made aware of the danger and vigilant for children playing close to the doors. * Warning signs stating ‘keep clear’ installed on both doors and clearly displayed. * All relevant staff are up to date with 1st Aid Training * Large posters always displayed on windows * Permanent stickers on windows to ensure they are always marked. | At the start of every day ensure the door is operating correctly and on an appropriate setting. | Daily |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Staff and members of the public. | * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign of any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk. | Ensure socket covers are fitted where required.  Report issues to building maintenance | Daily  As required |
| Objects Displayed and Front of House Displays | Risk of loose items, items that may fall or be pulled over. | Likelihood of incident:  High  Likelihood of injury:  Moderate  Severity of injury: Moderate  Those at risk: Members of the public, mainly children. | * Only members of staff can adjust and erect the displays. * Children are asked not to tamper or play with the displays. * Staff display the items as securely as possible. * Staff are encouraged to keep a vigilant watch of the area when members of the public are occupying the building. * Do Not Touch signs are displayed as a warning on each display. | Assess each display individually. | As required |
| Heaters and Heating ventilation | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building | * Fire alarm, detection system and fire fighting equipment is checked when required to ensure its working order. * Fire Alarms are tested weekly. * All staff adequately trained for evacuation. * Heating ventilation outlets are not covered by any objects. * Heaters are correctly switched off when not in use. * Fire exits and routes are clearly labelled at all times. Outer corridors are kept clear and adequately lit in case of evacuation. * Fire fighting, detection and alarm systems are in place and regularly updated to aid evacuation and control any incident. * All Playbox staff are familiarised with fire evacuation procedures and extinguisher positions on joining the company. | Ventilation filters to be cleaned or changed on a regular basis.. | As required |

# **JINKS**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date to be completed by. |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: High  Those at risk:  Members of the public, mainly children. | * Children using the space are never left unsupervised for any reason. * Children are not to use the sockets. * Staff are encouraged to be vigilant at all times when children are occupying the space. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign of any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Spotlights and parachute on ceiling | Risk of Fire | Likelihood of incident: Low  Likelihood of injury:  Moderate  Severity of injury: High  Those at risk: All occupants of the building | All lights to be switched off when not in use.  Information Officer or last person to lock up to check that all lights are off.   * Parachute is treated with flame proofing. |  |  |
| Inward opening windows | Objects or body parts being trapped in the window.  Fixtures becoming loose and hazardous. | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: Moderate  Those at risk: Staff and children attending workshops | * Windows are only operated by Playbox staff. * Children are not left in the studio space at any time. * Staff are encouraged to be vigilant at all times when children are occupying the space. * Fixtures checked on a weekly basis to ensure they are safe to use. * Weekly building checks carried out by Building Maintenance. |  |  |
| Underfloor heating | Risk of fire. | Likelihood of incident: Low  Likelihood of injury:  Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems. Both serviced regularly. * Fire Alarms tested weekly. * Any maintenance or repairs needed are carried out in a timely fashion. * Fire alarm, detection system and fire fighting equipment is checked regularly. * Heating controls are not operated by anyone other than staff. * Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox. * Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation. * Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation. * Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame. * Spotlights are only operated by Staff and are only used for the duration of a workshop or party. * Information Officer to check all lights are turned off on lock up. * Control Box to be kept locked. | . |  |
| Trip Hazard  Risk of Injury | Wooden blocks at floor level. | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: Low  Those at risk: Members of the public, mainly children | * Staff are encouraged to keep all wooden blocks against the wall when not in use. * Children are not allowed in the studio unsupervised for any reason. * Supervising staff are encouraged to be vigilant when children are using the blocks. * A constant level of light is to be maintained in the room to avoid reduced visibility. * Any damaged boxes are removed and fixed to avoid injury from sharp edges ect. | Any damage to be reported to building maintenance | As required |

## BOX OFFICE

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date Completed by |
| Electrical Sockets  Sound System and Lighting Controls | Risk of electric shock.  Risk of Electric Shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff and chaperones.  As above | * Children are not allowed behind the box office counter unsupervised. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk * Only staff members allowed to use the sockets * Only staff to operate the system. * Staff to be vigilant about children getting to the system * Equipment is switched off when not in use. | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Electrical Equipment | Risk of fire | Likelihood of incident: Low  Likelihood of injury:  Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * All electrical equipment is switched off when not in use. * All portable electrical testing is kept in date. * Fire alarms tested weekly. * Staff are encouraged not to use equipment if the cable is damaged or any external wires are exposed. * Fire alarm, detection system and fire fighting equipment is checked regularly. * Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox. * Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation. * Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation. * Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame. | . |  |
| Trip Hazards/  Injury | Staff personal belongings at or around ground level.  Office Equipment | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff and chaperones. | * Staff are encouraged to keep the floor clear of items and use the staff kitchen and the hooks provided. * A constant level of light is kept on to avoid reduced visibility. * Lost property is stored neatly and boxed where possible. * Only a small pile of new lost property is kept behind the Box Office. * No sharp objects; eg scissors to be left behind the desk when not occupied by a member of staff. | A more efficient and neater lost property storage system. | Daily |

## CAFÉ SEATING AND AGORA

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date completed by |
| Trip Hazards | Chair legs and edge of the agora | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff and members of the public, mainly children. | * Area is adequately lit at all times to avoid reduced visibility and minimise risk to personnel. * Staff are encouraged to be vigilant when members of the public are on the premises. * Any unnecessary items are removed from the floor area. * Agora is blocked off by soft settees to minimise running around the area. * Agora blocks are covered in padding and have soft edges. * Children are asked not to run in the foh area. | Ensure trip hazards are minimised at all times. | Daily |
| Slip or fall hazard | Wear and tear on furniture makes it unstable. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Low  Those at risk: Members of the public. | * Furniture checked on a regular basis to ensure its safety. | Report any issues to building maintenance. | As required |
| Electrical sockets | Risk of electric shock. | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: High  Those at risk: Members of staff and members of the public, children mainly. | * Members of the public are not allowed to use the sockets without asking permission of a member of staff. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report any issues to building maintenance | Daily  As required |

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| FOH Displays | Risk of falling | Likelihood of incident:  Low  Likelihood of injury:  Low  Severity of injury: Moderate  Those at risk: mainly children | * Displays arranged as safely as possible. * Do Not Touch signs displayed as warning. * Parents encouraged to supervise their children whilst in Front of House space. * Front of House staff to be aware of any potential hazards. |  |  |

##### OUTSIDE PAVED AREA & GRASSED AREA

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| Hazard | Nature of Risk | Level of Risk | Control Measures In Place | Control Measures Suggested | Date to be completed by. |
| Trip Hazards | Paving stones may be uneven with edges slightly raised. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: members of staff, members of the public, children of neighbouring school. | .   * Children are advised not to run in the area. * Children are encouraged to wear footwear whilst outside. * Children from the neighbouring school are encouraged to keep clear of the area. * At night the area is lit to improve visibility. * Gritting is put down on paths in bad weather to prevent slipping. * Paving slabs checked within building checks | Check that paving slabs are secure | As required |
| Slip/Fall | Grassed area sloping | As above | * Children advised not to run |  |  |
| Slip/Fall | Outside furniture wear and tear | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: members of staff, members of the public. | * Parents to be vigilant * Furniture checked regularly by staff | Report any damage/wear/tear to maintenance | As required |

## CAFE

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| Hazard | Nature of Risk | Level of risk | Control Measures in place | Control Measures Suggested | Date completed by |
| Electrical Equipment | Risk of electric shock Risk of fire | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff. | * Portable electrical testing carried out annually. * Fire alarms are tested weekly. * Only trained café staff to use the electrical equipment. * Members of the public do not enter the space. * Chaperones are not allowed into the space unless supervised by café staff. * Staff are encouraged not to use the equipment if the equipment plug is damaged or if there are any internal wires exposed. * Staff are encouraged to turn off equipment when not in use. * Fire alarm, detection system and fire fighting equipment is checked regularly. * Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox. * Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation. * Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame. |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff. | * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted. | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Items of stock at or around floor level.  Wires and plugs on or around floor level | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Members of staff. | * All non-essential items should be removed from the floor. * Café staff are to leave their personal belongings in the staff kitchen. * The area is adequately lit at all times to avoid reduced visibility. * If the hazard cannot be removed or secured to reduce the risk to a negligible level then the hazard must be clearly marked. * All café staff familiarise themselves with the layout of the café regularly to update themselves on any changes. * Only staff members are permitted behind the counter. * All wiring is run along or close to the wall. | . |  |
| Knocking Hazard | Shelves on or around head and shoulder level. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff. | * Office staff are encouraged not to go behind the café counter unless there is a member of cafe staff present. * Chaperones are not allowed in the space unless supervised at all times by a member of cafe staff * All café staff familiarise themselves with the layout of the café on a regular basis to update themselves on any changes. * The area is adequately lit at all times to avoid reduced visibility. * Staff are encouraged to be extra vigilant at all times when working in this area. |  |  |
| Contamination | Risk of food poisoning. | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Members of staff, members of the public, Playbox members, all using the café. | * All cafe staff receive relevant training on health and hygiene. * All sell by dates are adhered to. * All food is day dotted. * Staff are encouraged to use their training to ensure that all food and drink is stored correctly. * All staff are encouraged to keep the food preparation areas clean and use the correct materials to clean with. * Daily and weekly cleaning rota is checked by the cafe manager. * Cafe manager is trained in basic food hygiene, intermediate level. * Cafe has separate HASSUP plan |  |  |

## CAFE CORRIDOR

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date to complete by |
| Trip Hazard | Wet floor from spills leading to slipping and falling. | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff, members of the public, chaperones. | * If the floor becomes wet a yellow “caution” sign is displayed over the wet area. * Staff and chaperones are encouraged to be vigilant when children are in the building. * Front of house staff are encouraged to be vigilant during a performance. * Regular toilet checks are carried out during busy periods. | Report any issues to building maintenance | As required |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Staff and members of the public. | * Members of the public are not allowed to use the sockets without asking permission of a member of staff. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |

## CLEANING CUPBOARD

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| Hazard | Nature of Risk | Level of Risk | Control Measures in place | Suggested control measures | Date completed by: |
| COSHH | Risk of contamination and harm to personnel and public. | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Members of staff, especially cleaners/building maintenance also Members of the public | * Members of staff are encouraged not to enter the area unless absolutely necessary. * Personnel encouraged to put the correct items in the correct storage facility. * COSHH warning and information poster displayed in this area. * Cleaning staff are encouraged to ensure that all materials are labelled correctly, and with the correct warning symbol. * Staff are encouraged to ensure that this cupboard is locked securely and correctly after use to avoid members of the public entering the space. * Only staff members allowed access to cupboard | * Staff with access to undertake annual COSHH training with an appropriate training body. | As required |

## MALE TOILETS

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| Hazard | Nature of risk | Level of risk | Control measures in place | Suggested Control Measures | Date completed by |
| Trip Hazard  Hot Water | Spillage and leakage will produce slipping hazard  Scalding Hands | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury:  Moderate  Those at risk: Male staff members and male members of the public.  Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury:  Moderate  Those at risk: Male staff members and male members of the public. | * If the floor becomes wet then a yellow “caution” sign will be displayed outside the door until dry. * Staff and chaperones are encouraged to be vigilant when children are using the toilet facilities. * Front of house staff are encouraged to be vigilant throughout the performances. * Regular toilet checks are carried out during busy periods. * Warning stickers above all basins – Caution Hot Water | Report any issues to building maintenance. | As required |

## FEMALE TOILETS

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| Hazard | Nature of Risk | Level of Risk | Control measures in place | Suggested control measures | Date completed by |
| Trip Hazard  Hot Water | Spillage and leakage will produce slipping hazard  Scalding Hands | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury:  Moderate  Those at risk: Female staff members and female members of the public.  Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury:  Moderate  Those at risk: Female staff members and female members of the public. | * If the floor becomes wet then a yellow “caution” sign will be displayed outside the door until dry. * Staff and chaperones are encouraged to be vigilant when children are using the toilet facilities. * Front of house staff are encouraged to be vigilant throughout the performances. * Regular toilet checks are carried out during busy periods. * Warning stickers above all basins – Caution Hot Water | Report any issues to building maintenance. | As required |

## DISABLED TOILET

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date to be completed by |
| Trip Hazard  Baby changing unit  Hot Water | Spillage and leakage will produce slipping hazard  Falling from unit  Scalding Hands | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury:  Moderate  Those at risk: staff members and members of the public.  Likelihood of incident: Low  Likelihood of injury: High  Severity of injury:  High  Those at risk: Male/Female staff members and male/female members of the public.  Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury:  Moderate  Those at risk: Female staff members and female members of the public. | * If the floor becomes wet then a yellow “caution” sign will be displayed outside the door until dry. * Staff and chaperones are encouraged to be vigilant when children are using the toilet facilities. * Front of house staff are encouraged to be vigilant throughout the performances. * Regular toilet checks are carried out during very busy periods. * Unit is checked daily for any damage to wall brackets * Warning on unit, not to leave babies unsupervised on unit * Warning stickers above all basins – Caution Hot Water | Report any issues to building maintenance. | As required |

### OFFICE CORRIDOR

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| Hazard | Nature of Risk | Level of Risk | Control Measures in place | Suggested control Measures | Date completed by. |
| Electrical Sockets  Trip Hazard | Risk of electric shock  Risk of falling over items left in corridor | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Staff and members of the public.  Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Staff and members of the public. | * Members of the public are not allowed to use the sockets without asking permission of a member of staff. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk * All items to be stored against the wall and a clear pathway through to be left. * Any costumes or props to be put back into wardrobe when finished with and not left in the corridor. | Socket covers to be fitted where required  Report issues to building maintenance | Daily  As required |

## CREATION

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| Hazards | Nature of Risk | Level of Risk | Control Measures In Place | Suggested Control Measures | Date completed by |
| Electrical Sockets | Risk of electric shock. | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Staff | * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Staff | * All portable electrical testing is carried out and is in date. * Staff are encouraged not to use items with damaged cables or internal wires exposed. |  |  |
| Electrical Equipment | Risk of Fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All building occupants. | * All electrical equipment is switched off correctly at the end of the day. * Fire alarm tested weekly * All portable electrical testing is carried out and in date. * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. |  |  |
| Trip Hazard | Staff personal belonging at or around floor level. Computer and telephone cables at or around floor level. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff | * Staff are encouraged to keep the floor clear of items * All unnecessary items are removed. * A constant level of light is maintained to avoid reduced visibility. * All cables are secured correctly and covered if practical. * If a trip hazard cannot be removed or secured to reduce the risk to a negligible level then the hazard is clearly marked. * Staff are encouraged to keep their personal belongings under their own workspace or on the hooks provided in the staff kitchen. * Weekly building checks are carried out to identify and potential hazards. |  |  |
| Longevity at Computer | Too much time may result in straining of eyes causing headaches. Prolonged exposure can result in muscular problems in the future | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Low  Those at risk: Staff | * Displaying health and safety display screen equipment regulations poster. * Staff are encouraged not to spend too long looking at screens |  |  |
| Falling Objects | Objects on shelves/cabinets falling onto desks or occupants. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff | * Ensure items are stored safely and correctly. * Do not overload shelving * Check there is no damage to shelves and brackets. |  |  |

## DIRECTORS OFFICE

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| Hazard | Nature of Risk | Level of Risk | Control Measures in place | Suggested Control Measures | Date completed by. |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Company directors | * Sockets are only used if they are secured to the wall correctly. * Directors are not encouraged to use any socket if there are signs of previous damage. * Directors are encouraged not to use sockets if they are wet and to never put any metal objects into the socket. | Ensure socket covers are fitted where required.  Report any issues to building maintenance. | Daily  As required |
| Electrical Equipment | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Company directors | * All portable electrical testing is carried out annually. * Directors are encouraged not to use an item if cables are damaged and internal wires are exposed. |  |  |
| Electrical Equipment | Risk of Fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * All electrical equipment is switched correctly at the end of the day. * Fire alarm is tested weekly * All portable electrical testing is carried out and in date. * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. |  |  |
| Trip Hazards | Directors personal belongings at or near floor level. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Company directors. | * All unnecessary items are removed from the floor * A constant level of light is maintained in the room to avoid reduced visibility. * If a trip hazard can not be moved or secured to reduce the risk to a negligible level then the hazard is clearly marked * Included in weekly building checks to identify and potential hazards * All wiring is kept under the desk or against the wall |  |  |

## STAFF KITCHEN

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Equipment | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: All staff members. | * Portable electrical testing is carried out annually. * Staff are encouraged not to use items if the cable is damaged or any internal wires are exposed. * Any broken or faulty equipment is to be reported immediately * Ensure work surfaces are dry. | Report issues to building maintenance | As required |
| Electrical Equipment | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: All occupants of the building. | * Toaster not left unattended whilst in use. * Fire alarm is tested weekly * All electrical equipment is switched off correctly when not in use. * All portable electrical testing is carried out and in date. * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. * Ensure work surfaces are dry. |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff. | * Sockets are only used if they are secured to the wall correctly. * Staff are not encouraged to use any socket if there are signs of previous damage. * Staff are encouraged not to use sockets if they are wet and to never put any metal objects into the socket. | Socket covers to be fitted where required.  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Staff personal belongings at or near ground level. | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Low  Those at risk: Members of staff | * Staff are encouraged to keep their belongings on the pegs provided. * A constant level of light is maintained to avoid reduced visibility. * If a trip hazard cannot be moved, or secured to reduce the risk to a negligible level the hazard is clearly marked. * Lost Property stored must be bagged up and sent to charity shop at the end of every season |  |  |
| Contamination | Risk of food poisoning. | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Members of staff, | * All staff are responsible for their own perishable items. * Staff are encouraged to store all food and drink correctly in a shared fridge. * All staff are encouraged to keep the food preparation areas clean and use the correct materials to clean with. | All staff to actively help maintain cleanliness. | Daily |

## DF4

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| Hazard | Nature of Risk | Level of Risk | Control Measure in Place | Suggested Control Measures | Date completed by: |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff and members of the public using the space. | * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Socket covers to be fitted where required  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Film Equipment | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Members of staff and members of the public using the space. | * A constant level of light is maintained to avoid reduced visibility. * All Film equipment is kept at the back of the room against the window to limit damage to items and also staff members * Equipment removed for public use of space. |  |  |

## NEW WARDROBE

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Trip Hazard/Falling hazard | Items on or around floor level  Items above head level  Use of ladder to reach high items | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff. | * No member of the public or Playbox member uses the wardrobe without supervision by a member of staff. * The stage manager is to return all items to their correct place and to store them in a tidy manner. * Unnecessary items are removed from the floor space. * A constant level of light is maintained to avoid reduced visibility. * The door to the room is kept locked at all times when not in use. * Only staff are to open the door * Wardrobe included in regular building checks * Staff are encouraged not to reach further than they are able * Ensure ladder is safely secured before climbing |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets | Socket covers to be fitted where required  Report issues to building maintenance | Daily  As required |
| Electrical Equipment | Risk of Fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * All electrical equipment is switched off correctly when not in use. * Fire alarm is tested weekly * All portable electrical testing is carried out and in date. * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. * Area to be kept clear for easy access * All flammable liquids are stored in fire resistant cabinets and locked away. |  |  |
| Electrical Equipment | Risk of harm to personnel. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, mainly technical staff. | * Staff are not to use any tools without being trained. * Staff are not to use any tools without authorisation. * Tools are switched off when not in use. * All portable electrical testing is carried out annually. * Staff are encouraged not to use equipment if it looks damaged or any wiring is exposed. |  |  |

## WORKSHOP/OLD WARDROBE

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets | Socket covers to be fitted where required  Report issues to building maintenance | Daily  As required |
| Electrical Equipment | Risk of Fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * All electrical equipment is switched off correctly when not in use. * Fire alarm is tested weekly * All portable electrical testing is carried out and in date. * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. * Area to be kept clear for easy access * All flammable liquids are stored in fire resistant cabinets and locked away. |  |  |
| Electrical Equipment | Risk of harm to personnel. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, mainly technical staff. | * Staff are not to use any tools without being trained. * Staff are not to use any tools without authorisation. * Tools are switched off when not in use. * All portable electrical testing is carried out annually. * Staff are encouraged not to use equipment if it looks damaged or any wiring is exposed. |  |  |
| Trip Hazard | Wood, set and equipment | Likelihood of incident: High  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, mainly technical staff. | * A constant level of lighting is maintained to avoid reduced visibility. * No member of the public is allowed in the space at any time, supervised or unsupervised. * Regular tidying of space is now in place. * It is included in weekly building checks |  |  |
| Combustible Materials | Risk of Fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of the technical team. | * All combustible materials are removed unless necessary. * Fire alarm tested weekly * All flammable liquids are stored in a flame resistant cabinet. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. |  |  |

**BACK CORRIDOR.**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date complete by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Props out during and in between performances | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, chaperones and performing personnel. | * No members of the public or children are to be left in the space unsupervised. Staff and chaperones ensure that no one runs in this area. * Personnel are made aware of items left out in this area for use during performances. * A constant level of light is maintained to avoid reduced visibility. * Stage Manager is responsible for safe storage of all props. * All items must be against the wall leaving a clear walkway along the corridor. * Chaperones and staff are encouraged to be extra vigilant when children and members of the public are in the building. |  |  |

## DRESSING ROOM CORRIDOR

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Socket | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Chaperones equipment | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Members of staff, chaperones and performing personnel. | * A constant level of light is maintained to avoid reduced visibility. * Chaperones are to keep all equipment safely against the wall when not stored in the cupboard. * Equipment is stored in the cupboard when not in use. * Chaperones and staff are encouraged not to leave performers or members of the public unsupervised in this area. * Corridor is to be kept clear of obstruction at all times |  |  |

## REVELS

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date Completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not allowed in this space * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Underfloor heating | Risk of fire | Likelihood of incident: Low  Likelihood of injury:  Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems. * Fire alarm tested weekly * Any maintenance or repairs needed are carried out in a timely fashion. * Fire alarm, detection system and fire fighting equipment is checked regularly. * Heating controls are not operated by anyone other than staff. * Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox. * Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation. * Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation. * Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame. | . |  |
| Trip Hazard | Toilet room floor becomes slippery when wet | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff and members of the public using dressing room | * Staff and chaperones are encouraged to warn children of the dangers of the floor when wet. * If the floor does become wet a yellow “caution” sign is displayed outside the entrance to the cubicle. * Staff and chaperones are encouraged to be vigilant when children are occupying the space. * Space is included in weekly building checks | Report issues to building maintenance | As required |
| Fold away desks | Risk of objects and body parts becoming trapped | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff and members of the public using the area, mainly children | * Children occupying the space are not left unsupervised at any time. * Staff and chaperones are encouraged to be vigilant at all times when children are occupying the space * Only staff and chaperones are permitted to alter the position of the desks. |  |  |
| Desk Lighting | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building | * Children occupying the space are not left unsupervised at any time. * Desk lighting is turned off when not in use. * Staff and chaperones are encouraged to be vigilant when children are using the space. * All staff are trained in fire evacuation procedure * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire alarm tested weekly * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. * Chaperones to carry out a final sweep of space to ensure all lights are out. |  |  |
| Props and circus equipment | Risk of harm to personnel | Likelihood of incident:  Low  Likelihood of injury: Low  Severity of injury:  Low  Those at risk: Members of the public and staff using the area | * All circus equipment stored neatly in purpose built area with closing doors * No members of the public to use the space at any time * All children are made aware of the danger of climbing on props * Space is only occupied by senior Playbox Members * All props stored at the back of the space. | . |  |
| Toilet sliding door | Risk of falling | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of the public, chaperones and staff using the area | * Doors check weekly for breakage and signs of wear and tear * If doors are broken “out of order” signage is clearly displayed. | Report issues to building maintenance | As required |

## REVELS UTILITY CUPBOARD

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not allowed in this space * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Trip/Falling Hazard  Storage of sewing machines | Props and other equipment stored at floor level  Risk of injury if used unsupervised | Likelihood of incident:  Moderate  Likelihood of injury: Low  Severity of injury: Low  Those at risk: Staff/Children  Likelihood of incident:  Moderate  Likelihood of injury: Low  Severity of injury: Low  Those at risk: Staff/Children | * Staff are encouraged to store items neatly and safely. * All unnecessary items are removed * A constant level of light is maintained to avoid reduced visibility. * Door to cupboard is kept shut * No members or public to use machines unsupervised * Staff to take care when using the washing machine |  |  |
| Fall Hazard | Objects falling from shelves | Likelihood of incident:  Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff/Children | * Ensure all objects are safely stored * Remove any unsafe items and relocate * Report any damage to shelves/brackets | Report issues to building maintenance | As required |

## CARNIVAL

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not allowed in this space. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Underfloor heating | Risk of fire | Likelihood of incident: Low  Likelihood of injury:  Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems. * Any maintenance or repairs needed are carried out in a timely fashion. * Fire alarm tested weekly * Fire alarm, detection system and fire fighting equipment is checked regularly. * Heating controls are not operated by anyone other than staff. * Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox. * Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation. * Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation. * Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame. |  |  |
| Trip Hazard | Toilet room floor becomes slippery when wet | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff and members of the public using dressing room | * Staff and chaperones are encouraged to warn children of the dangers of the floor when wet. * If the floor does become wet a yellow “caution” sign is displayed outside the entrance to the cubicle. * Staff and chaperones are encouraged to be vigilant when children are occupying the space. | Report issues to building maintenance | As required |
| Fold away desks | Risk of objects and body parts becoming trapped | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Low  Those at risk: Staff and members of the public using the area, mainly children | * Children occupying the space are not left unsupervised at any time. * Staff and chaperones are encouraged to be vigilant at all times when children are occupying the space * Only staff and chaperones are permitted to alter the position of the desks. |  |  |
| Desk Lighting | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building | * Children occupying the space are not left unsupervised at any time. * Desk lighting is turned off when not in use. * Staff and chaperones are encouraged to be vigilant when children are using the space. * Staff are fully trained in evacuation procedures. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. * Chaperones to do final check that all lights are out before leaving |  |  |
| Toilet sliding door | Risk of falling | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of the public, chaperones and staff using the area | * Doors checked weekly for breakage and signs of wear and tear * If doors are broken “out of order” signage is clearly displayed. | Report issues to building maintenance | As required |

## FIESTA

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| Hazard | Nature of Risk | Level of Risk | Control measures in Place | Suggested Control Measures | Date completed by |
| Electrical sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not in this space * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Underfloor heating | Risk of fire | Likelihood of incident: Low  Likelihood of injury:  Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems. * Fire Alarm tested weekly * Any maintenance or repairs needed are carried out in a timely fashion. * Fire alarm, detection system and fire fighting equipment is checked regularly. * Heating controls are not operated by anyone other than staff. * Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox. * Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation. * Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation. * Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame. |  |  |
| Trip Hazard | Toilet room floor becomes slippery when wet | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Staff and members of the public using dressing room | * Staff and chaperones are encouraged to warn children of the dangers of the floor when wet. * If the floor does become wet a yellow “caution” sign is displayed outside the entrance to the cubicle. * Staff and chaperones are encouraged to be vigilant when children are occupying the space. | Report issues to building maintenance | As required |
| Fold away desks | Risk of objects and body parts becoming trapped | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Low  Those at risk: Staff and members of the public using the area, mainly children | * Children occupying the space are not left unsupervised at any time. * Staff and chaperones are encouraged to be vigilant at all times when children are occupying the space * Only staff and chaperones are permitted to alter the position of the desks. |  |  |
| Desk Lighting | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building | * Children occupying the space are not left unsupervised at any time. * Desk lighting is turned off when not in use. * Chaperones to do final check that all lights are out before leaving * Staff and chaperones are encouraged to be vigilant when children are using the space. * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures. * Fire alarm is tested weekly * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame. |  |  |
| Toilet sliding door | Risk of falling | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of the public, chaperones and staff using the area | * Doors checked weekly for breakage and signs of wear and tear * If doors are broken “out of order” signage is clearly displayed. | Report issues to building maintenance | As required |

## CAROUSEL

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date Completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: High  Those at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason. * Children are not to use the sockets without the express permission of the supervising staff. * Staff are encouraged to be vigilant at all times when children are occupying the space. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Floor becomes slipping hazard if only socks are worn on feet | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: Low  Those at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason. * Shoes must be worn at all times or otherwise bare feet. * Staff are encouraged to be vigilant at all times when children are occupying the space. |  |  |
| Inward opening windows | Objects or body parts being trapped in the window.  Fixtures becoming loose and hazardous. | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: Low  Those at risk: Staff and children attending workshops | * Windows are only operated by Playbox staff. * Children are not left in the studio space at any time. * Staff are encouraged to be vigilant at all times when children are occupying the space. * Fixtures checked on a weekly basis to ensure they are safe to use. | Report issues to building maintenance | As required |
| Floor to ceiling mirrors | Risk of breakage | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Staff and members of the public using the space. | * Children are not left in the studio space unsupervised for any reason * Supervising staff are expected to keep children a suitable distance away from mirrors at all times. * Supervising staff are encouraged to be vigilant at all times when children are occupying the space. * Any external companies hiring the space will be told of the potential hazards on arrival. |  |  |

**ELECTRICS CUPBOARD**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Equipment | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff, mainly technical crew. | * Area door remains locked when not in use. * No member of staff is to enter the space without the permission of the technical director. * No member of the public is to enter the space supervised or unsupervised. |  |  |
| Electrical Equipment | Risk of Fire | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: All occupants of the building. | * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures. * Fire alarms tested weekly * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Fixtures and fittings including temporary items are suitably resistant to fire or treated. |  |  |

**THEATRE**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Sockets and  Lanterns | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: High  Those at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason. * Children are not to use the sockets without the express permission of the supervising staff. * Staff are encouraged to be vigilant at all times when children are occupying the space. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk * All electrical equipment including lanterns are tested annually | Ensure socket covers are fitted where required  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Risk of Falling down stairs | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of the public, front of house staff. | * Lighting maintained at an adequate level at all times when personnel are moving in the area * Front of house staff encourage a no running or sitting on the stair area policy * Front of house staff have torches to guide people to seats during blackouts. * Front of house staff assist vulnerable personnel to their seats * Members of staff are to familiarise themselves with the area. * In the event of a power failure during the show, emergency lighting will be used to safely guide audience members out of the building. * Emergency lighting tested weekly |  |  |
| Trip Hazard | Curtains and props stored at or around ground level in the wings | Likelihood of incident: Moderate  Likelihood of injury: Low  Severity of injury: Low  Those at risk: Chaperones and performers | * Blue lighting available for use in the wings to maintain a low lighting level. * All props stored as neatly as possible against walls * Children are supervised at all times in this area. * Movement in the area kept to a minimum * Wings are checked prior to performance to ensure no hazards are present |  |  |
| Trip Hazard | Set building tools and equipment prior to workshops | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Moderate  Those at risk: Performers and staff, mainly circus. | * Set building and dismantling schedules for when the theatre is not in use. * No members of the public are allowed in the area when the set is dismantled. * Space is thoroughly swept before any workshops if necessary. * Space is checked by Theatre Manager or building maintenance to ensure it is suitable for use prior to workshops |  |  |

**STAIRWELL**

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| Hazard | Nature of Risk | Level of Risk | Control Measures In Place | Suggested Control Measures | Date Completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: High  Those at risk: Staff and members of the public, mainly children. | * Chaperones are encouraged to be vigilant at all times when children are occupying the space during a performance. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. | Socket covers fitted where required  Report issues to building maintenance | Daily  As rerquired |
| Trip Hazard | Risk of falling downstairs | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, chaperones and performing children | * Chaperones and performing children are warned not to run in the area and to be vigilant when in the area. * The area is adequately lit at all times to avoid reduced visibility. * Members of the public are not allowed in the space. |  |  |

**DIMMER ROOM**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Equipment | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff, mainly technical crew. | * Area door remains locked when not in use. * No member of staff is to enter the space without the permission of senior member of staff. * No member of the public is to enter the space supervised or unsupervised. |  |  |
| Electrical Equipment | Risk of Fire | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: All occupants of the building. | * Staff are fully trained in fire evacuation procedure. * Fire alarm is tested weekly * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Fixtures and fittings including temporary items are suitably resistant to fire or treated. * All electrical equipment is tested annually. |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: Members of staff, mainly, technical staff. | * Members of the public are not allowed in this space supervised or unsupervised. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets | Socket covers fitted where required  Report issues to building maintenance | Daily  As required |
| Trip Hazard | Equipment stored around or at floor level. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, mainly technical staff. | * Members of the public are not allowed in this space, supervised or unsupervised. * An adequate level of light is maintained to avoid reduced visibility. * All non-essential items are removed. | Technical manager and building maintenance | As required |

**CATWALK**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested control measures | Date completed by |
| Trip Hazard | Cables around or at floor level | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, chaperones, performers and members of the technical crew. | * Personnel using this area receive a safety brief relating to hazard. * Members of the public are not allowed in this area. * A constant level of light is maintained to avoid reduced visibility. * Metal handrails erected around the area to minimise risk of falling. * All performers using this area are well rehearsed and aware of the hazards. * Area is checked prior to show * Any loose cables or wiring are against the wall or taped down. |  |  |
| Falling Hazard | Climbing of drop ladder | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, chaperones, performers, members of the technical crew. | * Personnel using this area have received a safety brief outlining hazard * Children are not allowed in this space unsupervised at any time. * Members of the public are not allowed in this space at any time. * Chaperones to supervise climbing of ladders during a show. |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: High  Those at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason. * Children are not to use the sockets without the express permission of the supervising staff. * Staff are encouraged to be vigilant at all times when children are occupying the space. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. | Socket covers to be fitted where required  Report issues to building maintenance | Daily  As required |

**Lighting Box**

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| Electrical Sockets | Risk of electric shock | Likelihood of incident: Low  Likelihood of injury:  Low  Severity of injury: High  Those at risk: Staff and members of the public, mainly children. | * Children and members of the public are not allowed in the space. * Sockets are only used when they are secured to the wall correctly. * Sockets not used if there is any sign if any previous damage eg: burn marks * Sockets not used if wet and no metal objects are inserted into sockets. * When sockets are not in use, protective plastic covers are re-inserted to minimise the risk | Socket covers to be fitted where required  Report issues to building maintenance | Daily  As required |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, mainly technical crew. | * All portable electrical testing is carried out annually * Staff are encouraged to ensure that the space remains locked when not in use. * Members of the public are not allowed in this space supervised or unsupervised. * Technical staff receive training from the technical manager before operating any equipment. |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: Moderate  Likelihood of injury: Low  Severity of injury: High  Those at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures. * Fire alarms are tested weekly. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated. * Staff are not allowed in this area unsupervised by the technical staff. * Technical staff receive training from the technical manager before operating any of the equipment. * Members of the public and children are not allowed in this space supervised or unsupervised. |  |  |
| Trip Hazard | Cables at or around floor level | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, mainly technical staff. | * Technical staff receive a safety brief when working in the area and are made aware of any hazards. * All cables are to be neatly stored when not in use. * Housekeeping of space included in weekly building checks. |  |  |
| Trip Hazard | Reduced visibility during performances | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, mainly technical staff. | * All staff receive a safety brief before working in the space. * Technical manager is to ensure that there is a clear walkway through the space during performances. * A low level of light is maintained at all times to ensure some limited visibility in the space. |  |  |

**LIFT**

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| Hazard | Nature of Risk | Level of Risk | Control measures in Place | Suggested Control Measures | Date completed by: |
| Electrical Equipment | Risk of electrical fault/power failure | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: Low  Those at risk: Members of staff, mainly technical staff | * All lift tests carried out annually. * All lift tests include load testing. * Lift is never used in the event of fire. * Staff are asked not to overload the maximum weight of the lift capacity. * Members of the public and children are not allowed in the lift supervised or unsupervised at any time.. |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * All staff are fully trained in fire evacuation procedure * Fire alarm tested weekly * Fire exits and routes are kept clear and clearly labelled at all times. * Outer corridors are adequately lit at all times * In the event of a fire the lift is not used. * Fire fighting, alarm and detection equipment is in place to control incidents and aid evacuation. * Regular building checks are carried out to ensure that all fire fighting equipment is in good working order. * Fixtures and fittings are suitably resistant to fire or have been treated to improve resistance. |  |  |

**LIFT MOTOR ROOM**

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| Hazard | Nature of Risk | Level of risk | Control Measures in Place | Suggested Control Measures | Date Completed by |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, mainly technical crew. | * All portable electrical testing is carried out annually * Members of the public are not allowed in this space supervised or unsupervised. * When the room is not in use staff are encouraged to ensure that it is locked. * Only Technical Staff allowed access to the space * Lift and Motor room are tested and inspected annually |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures. * Fire alarm tested weekly * Fire exits and routes are kept clear and clearly labelled at all times. * Outer corridors are adequately lit at all times * In the event of a fire the lift is not used. * Fire fighting, alarm and detection equipment is in place to control incidents and aid evacuation. * Regular building checks are carried out to ensure that all fire fighting equipment is in good working order. * Fixtures and fittings are suitably resistant to fire or have been treated to improve resistance. |  |  |

**TRAMPOLINE**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Trip Hazard | Unstable wire floor | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, mainly technical crew. | * Members of the public are not allowed in this space at any time. * Only staff and members with adequately sized feet and appropriate footwear are allowed in the area. * An adequate level of light is maintained in the area to avoid reduced visibility. |  |  |
| Head injury hazard | Lighting and rigged equipment around head height. | Likelihood of incident: Moderate  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, mainly technical staff | * Members of the public are not allowed in the space at any time supervised or unsupervised. * An adequate level of light is maintained to avoid reduced visibility. * Staff are informed of hazard before entering the area. * No unauthorised access is permitted. |  |  |
| Lighting equipment | Risk of burns | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Technical Staff | * Members of the public are not allowed in the space at any time supervised or unsupervised. * An adequate level of light is maintained to avoid reduced visibility. * Staff are informed of hazard before entering the area. * All theatre lighting switched off when not in use. |  |  |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, mainly technical crew. | * All portable electrical testing is carried out annually * Staff are to ensure that the space remains locked when not in use. * Members of the public are not allowed in this space supervised or unsupervised. * Technical staff receive training from the technical manager before operating any equipment. * All electrical equipment is tested annually. |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures. * Fire alarm tested weekly * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation. * Fixtures and fittings including temporary items are suitably resistant to fire or treated. |  |  |

**FRONT & REAR CAR PARKS**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Moving vehicles | Harm to personnel | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, members of the public and children from neighbouring school. | * All personnel and public are asked to be vigilant in this area. * Children from neighbouring school are asked to keep clear of this area * Members of the public are asked to park their cars appropriately. * Staff are aware of the potential hazard and drive accordingly. | Ensure all signs are in place and that the car park is being used safely by staff and members of public | Daily |
| Crossing from pedestrian gate across driveway | Harm to staff and public | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of the public, mainly children | * All personnel and public are asked to be vigilant in this area. * Children from neighbouring school are asked to keep clear of this area * Members of the public are asked to park their cars appropriately. * Staff are aware of the potential hazard and drive accordingly. | Car users and people on foot to remain vigilant  Car users to drive at appropriate speed and with caution | Daily |
| Crossing from main gate across car park | Harm to staff and public | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of the public, mainly children | * All personnel and public are asked to be vigilant in this area. * Children from neighbouring school are asked to keep clear of this area * Members of the public are asked to park their cars appropriately. * Staff are aware of the potential hazard and drive accordingly. | Car users and people on foot to remain vigilant  Car users to drive at appropriate speed and with caution | Daily |

**PLANT ROOM**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date Completed By |
| Electrical equipment | Electric shock | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, and contractors | * Staff are to ensure that the space remains locked when not in use. * Members of the public and children are not allowed in this space supervised or unsupervised. * Only authorised personnel to access space. * All boiler and heating adjustments to be done by trained professionals or technical director or building maintenance. * Boiler and heating system maintained annually. |  |  |
| Boiler Pipes | Risk of burns | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: Moderate  Those at risk: Members of staff, and contractors. | * Members of the public and children are not allowed in the space at any time supervised or unsupervised. * An adequate level of light is maintained to avoid reduced visibility. * Only key holders are permitted to enter. * Only trained professionals should operate the heating system |  |  |

**ELECTRICS ROOM**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date Completed By |
| Electrical equipment | Electric shock | Likelihood of incident: Low  Likelihood of injury: Moderate  Severity of injury: High  Those at risk: Members of staff, and contractors | * Staff are to ensure that the space remains locked when not in use. * Members of the public and children are not allowed in this space supervised or unsupervised. * Only building maintenance, Theatre Manager and Directors have access to space. * Any adjustments to be made by technical director or building maintenance. | Socket covers to be fitted where required  Report issues to building maintenance | Daily  As required |
| Electrical equipment | Risk of fire | Likelihood of incident: Low  Likelihood of injury: Low  Severity of injury: High  Those at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures. * Fire alarm tested weekly. * Fire alarm, detection system and fire fighting equipment in place to aid evacuation. * Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times * Regular building checks are carried out to ensure all fire fighting equipment is in good working order. * Fixtures and fittings including temporary items are suitably resistant to fire or treated. | Any unnecessary items to be removed | As required |