

Risk Assessment For Voices Together, 1st 2nd and 3rd July 2024 at Victoria Theatre

Updated 24/06/2024 – edited to remove use of pyrotechnics, these will not be used.



Hazard/Risk	Person(s) At Risk	Person(s) Responsible	Action Required/Measures Taken
Health And Safety			
Movement Around The Theatre	Pupils and school staff CM Staff VT Staff	CM Staff	Movement around the theatre will be limited. No school access to backstage or dressing rooms., Half of the performers will be sat on stage and half will be in the stalls. At the interval, everyone will swap over. Schools will be guided by VT and CM staff in order to avoid overcrowding in certain areas. Accessibility Wheelchair access to the theatre through the fire exit on Commercial Street. There will be a ramp up to the stage. More space allocated on stage to school with wheelchair users.
Trip hazards whilst moving around the building	Pupils and school staff CM Staff VT Staff	CM Staff School Staff	Schools are advised to take care when walking around the building. Aisles, corridors and fire exits to remain clear at all times. Routes around the building to be checked at the start of each day. Pupils do not need to bring any personal belongings other than a packed tea in a disposable bag. Belongings to be stored underneath seats when in stalls or in bin liners provided Do not attempt to retrieve belongings that may have fallen through the tiered seating on stage. Any lost property will be collected after the event.
Toilets	Pupils and school staff CM Staff	School Staff	CM staff to use toilet in Green Room. Schools are advised to encourage pupils to use the toilets before the event starts. Toilet trips to be supervised by school staff. Toilets are accessible from the corridors around the auditorium.
First aid/illness	Pupils and school staff CM Staff VT Staff	School staff CM Staff	CM staff to bring a first aid kit on the day. Quiet areas – corridors around auditorium, stalls bar area. There will be several first aid trained school staff members in the event.

General Health and Safety	Pupils and school staff CM Staff VT Staff	CM Staff	There will be a safety announcement before rehearsal and before the event. Calderdale Music to provide bin liners to collect rubbish. CM staff to use Green Room to store belongings and equipment. A haze machine will be used during the event. This machine uses water vapour, not smoke. Pupils advised to bring bottled water.
Safeguarding And Security			
Access In/Out Of Building	Pupils and school staff	CM Staff	Schools to arrive at the stage door off Back Commercial Street or arrange to enter through the fire exit off the stalls area (wheelchair access.) Schools will be signed in and shown to their seats. Schools leaving the theatre during the rehearsal time can do so <i>by the stage door</i> .
Photos/Videos	Pupils	School Staff CM Staff	There will be video cameras in place filming children so that those in the stalls can be seen on a screen on stage. The event will be photographed and filmed, including by parents in the audience, and will include video footage of schools rehearsing. Schools to complete media consent form in advance of the event.
Responsibility For Pupils	Pupils	School Staff	School group leaders are responsible for their pupils. All CM staff to wear their ID badges with blue lanyard so they can be easily identified. Other staff/volunteers to wear yellow lanyards. No public access to building during the rehearsal. All CM staff are DBS checked and have taken part in safeguarding training with past 12 months. Our DSLs are David Heywood (Director) and Julia Brook (Assistant Director) Please do not hesitate to approach these members of staff with any concerns.
Additional Safeguarding	Pupils	CM Staff	Some ticket holders with accessibility needs may need to sit in the stalls with pupils. These people will be seated separately to students.
Collection Of Pupils After Event	Pupils	CM Staff School Staff	Parents to meet their children by the stage entrance or by the Fire Exit on Commercial Street. A member of CM staff will call out school names one at a time. When the school's name is called, that school can leave <i>by the designated door</i> and ticket holders can leave and meet pupils there.
Evacuation Of Building Due To Fire Alarm Sounding	Pupils and school staff CM Staff VT Staff		A safety announcement will be made before the rehearsal and the concert. Front Of House will evacuate auditorium. Backstage crew will evacuate stage via Stage Door. Meeting point is by Harveys.

			Schools to sign in on arrival and confirm number of pupils and staff. Schools to bring a register and check all their pupils are accounted for. Wheelchair access is via the fire exit off the stalls.
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