



## RISK ASSESSMENT FOR VISITS TO CINEMAS, THEATRES, MUSEUMS, VISITOR CENTRES & ATTRACTIONS

### PLANNING

Pre-event planning will include the following and will be confirmed in advance of a trip

1. Staff are familiar with the RAs for travel to and from the location, and the RA for All Educational Visits
2. The organisers have considered any RAs available from the location and passed on any relevant information to Staff.
3. Students are advised on appropriate general behaviours: being respectful, behaving in a safe way, being considerate when taking photos etc, rules for eating or drinking.

Brief Description of Activity:				Assessors	Date			
Visits to Cinemas, Theatres, Museums, Visitors Centres, Attractions								
<b>Hazard:</b> <i>List what could cause harm from this activity</i>	<b>Persons at Risk:</b> <i>List who might be harmed e.g. staff, students, visitors</i>	<b>Risk Factor:</b> <i>For each hazard, decide level of risk as if you were to do the activity without controls</i>		<b>Control Measures Required:</b> <i>For each hazard list measures you will be taking to minimise the risk identified e.g. appointing incompetent persons, training received, planning and try-outs, use of personal protective equipment.</i>	<b>Residual Risk:</b> <i>For each hazard now decide the residual risk after the control measures are in place</i>			
		<i>Severity</i>	<i>Likelihood</i>	<i>Risk</i>	<i>Severity</i>	<i>Likelihood</i>	<i>Risk</i>	
Inadequate planning and organisation		4	2	medium	Residential Manager will ensure that: <ul style="list-style-type: none"> <li>• Staff will be sufficiently familiar with the venue to ensure its suitability and safety</li> </ul>	2	1	low

## 2 RISK ASSESSMENT FOR VISITS TO CINEMAS, THEATRES, MUSEUMS, VISITOR CENTRES & ATTRACTIONS

- all accidents, incidents and emergencies					<ul style="list-style-type: none"> <li>• An additional Specific Visit Risk Assessment may be completed with regard to particular individuals/venues/activities</li> <li>• Staff will be made aware beforehand of relevant risk assessments and agreed control measures/precautions</li> <li>• Written assurances will be obtained (e.g. via provider's website, leader pack, quality badge) from the provider that suitable and sufficient safety management systems (e.g. fire procedures) are in place</li> <li>• On arrival, group members will be fully briefed regarding potential hazards, "no-go areas and prohibited activities", and safety measures/procedures, including conduct and behaviour required.</li> <li>• Staff will be informed of emergency and first aid procedures, and how to contact the venue manager if required</li> </ul>			
Harm caused by other people 1. Assault 2. Abuse by public 3. Given drugs / alcohol 4. Abduction 5. Terrorist attack		5	2	medium	<p>Staff will ensure that:</p> <ul style="list-style-type: none"> <li>• seats will be booked and reserved in advance</li> <li>• the group will be in a block seating area together</li> <li>• an adult will sit at both ends of each row</li> <li>• students will not sit immediately adjacent to members of the general public wherever possible. If this is not feasible for reasons connected to layout of the venue additional care should be taken of any students sitting in seats where they may be more vulnerable than usual.</li> <li>• students will operate a buddy system and will be responsible for each other at all times (inc. visits to the toilets)</li> <li>• students be briefed how to respond if approached or offered anything inappropriately by a stranger</li> </ul>	2	1	low
Young person lost/separated	Students / Staff	4	2	medium	<p>Staff will ensure that:</p>	2	1	low

					<ul style="list-style-type: none"> <li>• any sub-groups will be supervised by a named adult leader</li> <li>• students will be briefed to keep together in pre-arranged buddy groups, if operating independently within the venue</li> <li>• Students should never be allowed to go off on their own while an activity is taking place.</li> <li>• all leaders and students will be briefed clearly regarding the programme and rendezvous times/places</li> <li>• Students will be briefed to request permission first if they wish to leave main group for any reason (but still remain within the venue).</li> <li>• students will be briefed how to respond if lost or separated from the group</li> <li>• a central meeting point will be arranged which will be staffed permanently or at set times</li> <li>• Staff will wear distinctive colours/identification that will help to identify them in a crowd, or will have some way of being easy to spot (for example an OXSS T-shirt and lanyard)</li> </ul>			
Additional Hazards?					Additional precautions?			