

# RISK ASSESSMENT GUIDANCE

## *Playing Shakespeare with Deutsche Bank A Midsummer Night's Dream*

9 – 26 March, 27 April, 8 and 9 July 2021

Version Date: 11 November 2021

Shakespeare's Globe is committed providing its audience with a safe environment and an enjoyable visit. Before you come, your school / college / university or organisation may wish to conduct its own risk assessment. While Shakespeare's Globe cannot write this risk assessment for you, we will help with information that you feel relevant.

<b>AIM</b>	To ensure that institutions are provided with accurate information before arrival so that they are fully aware of the roles and responsibilities they are required to fulfil whilst on site.
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Each year Shakespeare's Globe welcomes over 900,000 visitors. The health and safety of all visitors to our premises is of paramount importance and as a building open to the public we must meet many regulations, regulated by various statutory authorities.

<b>Statutory Responsibilities</b>	
<b>LICENSING</b>	We hold a current Premises License issued by Southwark Council. Our premises are inspected to ensure that we meet requirements regarding electrical installation inspections, evacuation procedures, emergency lighting testing etc.
<b>FIRE SAFETY</b>	We hold a current Fire Safety Certificate issued from the London Fire Brigade. We are subject to regular visits and inspections by the Fire Safety Officer.
<b>LIABILITY</b>	We hold Public Liability Insurance as well as Building Insurance. Our insurers also undertake annual inspections of the premises.
<b>RISK ASSESSMENTS</b>	We undertake our own risk assessments and regularly liaise with outside organisations over Health and Safety matters / risk assessments. We also employ a Health and Safety consultant who advises on health and safety issues, provides training as appropriate and has recently completely reviewed our Health and Safety policies. Our Health and Safety steering group also reviews site-wide health and safety issues.
<b>MAINTENANCE AND EQUIPMENT</b>	We have a comprehensive maintenance regime in place, with all plant and equipment and machinery covered by a maintenance contract and certified where necessary.
<b>FRONT OF HOUSE</b>	We employ Duty Managers on site who are trained in First Aid, Fire Evacuation, Health and Safety matters etc. We also undertake routine fire evacuations when public are on our premises.
<b>SCHOOL VISITS</b>	Students and staff from schools should be covered under your own insurance whilst they are off the premises on an 'official school visit'



COVID-19 Specific Measures	
<b>IMPORTANT</b> Any changes to government guidance will be taken into account and our Covid-19 safe measures will be adapted accordingly. If any information changes on this guidance all school bookers will be contacted with the updated changes.	
<b>SOCIAL DISTANCING ON ARRIVAL</b>	There will be three different entrance and exit points, the Groundling Gates (Bankside), New Globe Walk and the Guided Tours Entrance (Bankside), as well as staggered entry times.  We will tell you in advance your entry point and time. Ensure you arrive at the right time and location. Staff will be available to guide you. You may be asked to wait in an area to ensure that you are suitably distanced from other bubbles.
<b>SOCIAL DISTANCING IN THE THEATRE</b>	We encourage a 1.5m social distance between bubbles at all times – this is enforced by staff and visible markers.  Seating will be spaced to adhere to social distancing guidelines and cleaned after every event. We will provide you with e-tickets that clearly highlight the area – seating in which your bubble will need to remain.  You will be unable to move seats during the event. Remain seated throughout the performance. If, for any reason, you need to leave the space, we will assist you.
<b>FACE COVERINGS</b>	Those over the age of 11 must wear a face covering for the duration of their visit to the Globe Theatre, unless they are exempt.
<b>HAND SANITISER AND HAND WASHING</b>	Students and staff can use the hand sanitiser stations located across our site. We also have enhanced cleaning, including toilets and 'high-risk' surfaces.  Schools and students are welcome to bring their own hand sanitiser. so reviews site-wide health and safety issues.
<b>TOILETS</b>	Toilets will be staffed to ensure they do not exceed maximum capacity and we are adhering to Government Guidelines.  Toilets are available for use at your entry location when you arrive.  We have enhanced cleaning of toilets and high use touchpoints.
<b>BUBBLES</b>	Each school is required to let us know their bubble arrangements at the point of booking. We will adhere to each schools' requirements for their bubbles. E.g. if you are bringing students from across two bubbles, we will ensure the bubbles are appropriately socially distanced from one another.
<b>STAFF</b>	Staff have been trained to support you at this time. They sanitise hands regularly, wear see-through face-shields, may wear gloves and may be behind perspex at times.
<b>SOCIAL DISTANCING ON EXIT</b>	Groups will exit through the same point by which they entered to avoid cross-contamination. Staff will be available to guide you.



Event Specific – Playing Shakespeare with Deutsche Bank	
HAZARD	CONTROL MEASURES
<b>SECURITY</b>	Shakespeare's Globe has a permanent security presence on site, some of whom are uniformed, and CCTV and monitoring system. All visitors are liable to search and large bags are not permitted onsite. The Globe works closely with the Metropolitan Police and members of the security services to ensure our security procedures are up to date and following best practice. We also work closely with our neighbours, the Better Bankside Business Improvement District and the local community.
<b>ACCESS</b>	Signage is available to warn of slip hazards. Conditions in the theatre are regularly monitored. Housekeeping is contactable by radio to respond for clean-up. Evacuation routes and aisles are watched to ensure nothing obstructs anyone leaving the building.
<b>THE GLOBE THEATRE</b>	All staff members are briefed and trained to safely navigate through the audience; additional stewards will be placed in congested areas to help move audience members out of the way of entrances.  The student groups must be accompanied and monitored by their teachers; one teacher to every ten students. Supervising staff must be competent and understand their roles and responsibilities. Schools are told in advance where they will be sitting and Globe staff and stewards will be able to guide them.  Schools will be directed to exit the theatre via specific routes and we ask that you arrange a meet-up point off the Globe site so that groups can be exited safely from the theatre at the end of the performance.
<b>SAFEGUARDING</b>	Students must be supervised at all times with a suitable ratio of staff to students as the Globe will not act in loco parentis. All areas must be appropriately staffed by the school so that students are not left alone with members of Globe Staff or the public.  Our safeguarding policy can be found on our <a href="#">website</a> .
<b>VISITORS AND AUDIENCES</b>	The Globe uses staff and stewards placed throughout the Globe Theatre to guide Visitors and control the flow of people. Supervising staff are competent, follow Globe policies and understand their roles and responsibilities
<b>FIRST AID INCIDENTS</b>	If a First Aid incident arises notify a staff member or steward who will contact a first aider to come to their assistance. The site is always appropriately staffed with First Aiders who are confident and have completed a First Aid course.
<b>WEATHER</b>	Shakespeare's Globe will advise schools that it is important for students and teachers to arrive with clothes suited to the weather.
<b>EVACUATION OF SITE</b>	In the event of an evacuation Globe Staff will give directions, via the appropriate evacuation route, to the Globe's meeting point. All staff are aware and appropriately trained regarding Globe fire evacuation policy and are kept up to date with any changes. Group leaders are required to have a list for their group in the event of a fire evacuation, so they can register them at the evacuation point. Supervising staff will be informed if a fire drill is scheduled and where to meet in the event of a fire alarm activation.

