



## RISK ASSESSMENT GUIDE.

Activity  
Date(s)  
Version date

Lively Action Introductory Tour & Workshop  
28 February 2022 onwards  
28/02/2022

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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### STATUTORY RESPONSIBILITIES

<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

**IMPORTANT: Any changes to government guidance will be taken into account and our Covid safe measures will be adapted accordingly. If any information changes on this guidance all school bookers will be contacted with the updated changes.**

<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. Schools and students are welcome to bring their own hand sanitiser.
<b>Toilets</b>	Toilets are available for use at your entry location when you arrive. We have enhanced cleaning programme in place, including toilets and 'high-risk' surfaces.
<b>Staff and practitioner</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>Other</b>	Schools are requested to maintain their own health and safety measures around COVID-19 whilst on site to help prevent transmission.

## EVENT SPECIFIC - LIVELY ACTION (INTRODUCTORY TOUR AND WORKSHOP)

### HAZARD Control Measures

<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 and practitioners are briefed and trained to safely navigate through the site. 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 will be directed to exit the theatre via specific routes and will be guided to their workshop room by a member of staff or practitioner.
<b>Workshop Rooms</b>	The workshop studio will be clear of all obstacles where physical activities happen. Participants are directed in all activities by a practitioner. All movement is specified to ensure safety throughout. Necessary safety instructions are given before the start of the activity.

<b>Safeguarding</b>	<p>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.</p> <p>Our safeguarding policy can be <a href="#">found on our website</a>.</p>
<b>Visitors and Audiences</b>	<p>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.</p>
<b>First Aid Incidents</b>	<p>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.</p>
<b>Weather</b>	<p>The Globe advise schools that it is important for students and teachers to arrive with clothes suitable for the weather.</p>
<b>Security</b>	<p>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 and suitcases 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.</p>
<b>Evacuation of Site</b>	<p>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.</p>