



RISK ASSESSMENT GUIDE.

Activity
Date(s)
Version date

Playing Shakespeare with Deutsche Bank: The Tempest 2023
2/03/2023 to 30/03/2023
24/08/2022

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.

Aim

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.

STATUTORY RESPONSIBILITIES

Licensing

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.

Fire Safety

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.

Liability

We hold Public Liability Insurance as well as Building Insurance. Our insurers also undertake annual inspections of the premises.

Risk Assessments

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.

**Maintenance and
Equipment**

We have a comprehensive maintenance regime in place, with all plant and equipment and machinery covered by a maintenance contract and certified where necessary.

Front of House

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.

School Visits

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.

Face coverings	The wearing of face coverings is optional; students and school staff can continue to wear one if they feel more comfortable to do so.
Hand Sanitiser and Hand Washing	Students and staff can use the hand sanitiser stations located across our site. Schools and students are welcome to bring their own hand sanitiser.
Cleaning	We have enhanced cleaning programme in place, including toilets and 'high-risk' surfaces.
Staff	Staff have been trained to support you at this time. They sanitise hands regularly, may wear see-through face-shields and gloves, and may be behind Perspex at times.
Contactless Ticketing	All ticketing will be contactless, and we will supply you with an e-ticket that can be printed.
Other	Schools are requested to maintain their own health and safety measures around COVID-19 whilst on site to help prevent transmission.

EVENT SPECIFIC - PLAYING SHAKESPEARE

HAZARD Control Measures

Access	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.
The Globe Theatre	<p>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.</p> <p>The student groups must be accompanied and monitored by their teachers; as per safeguarding guidance we recommend 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.</p> <p>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</p>
Safeguarding	<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 found on our website.</p>

Visitors and Audiences	<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>
First Aid Incidents	<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>
Weather	<p>The Globe advise schools that it is important for students and teachers to arrive with clothes suitable for the weather.</p>
Security	<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>
Evacuation of Site	<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>