

Risk Assessment Guidance

Activity	Lively Action 2024
Date(s)	Ongoing
Version date	April 2024

Shakespeare’s Globe is committed providing its audience with a safe environment and an enjoyable visit. Before you come, your school(s) 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 is relevant to making your trip safe and enjoyable.

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.
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Each year Shakespeare’s Globe welcomes over 800,000 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.

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. We also undertake routine fire evacuations when public are on our premises.
School Visits	Participants and staff from schools should be covered under your own insurance whilst they are off the premises on an ‘official school visit’

Event Specific - Lively Action	
Hazard	Control Measures
Security	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 on site during performance times. Shakespeare’s 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.
Access and Hazards	Signage is available and used 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 monitored to ensure nothing obstructs anyone leaving the building. Accessibility is key to our activities, and schools are requested to inform us of any relevant information for participants visiting our site, to ensure we can provide a welcoming and accessible environment where possible.

The Globe Theatre	<p>All staff members and practitioners are briefed and trained to safely navigate through the site.</p> <p>The participants must be accompanied and monitored by their teachers/chaperones. Supervising staff must be competent and understand their roles and responsibilities.</p> <p>Participants and teachers/chaperones will be directed to enter and exit the theatre via specific routes to ensure safety and respond to changing environments, such as moving scenery.</p>
The Globe Stage	<p>The stage will be clear of all obstacles where physical activities happen.</p> <p>Participants are directed in all activities by members of Globe staff. All movement is specified to ensure safety throughout.</p> <p>Necessary safety instructions are given before the start of the activity.</p>
Sam Wanamaker Playhouse	<p>Participants are supervised in the space, and invited on to stage only when necessary.</p> <p>Attendance at performances is supervised by fully trained staff members, including a Duty Manager.</p>
Safeguarding	<p>Participants must be supervised at all times with a suitable ratio of staff to participants as the Globe will not act in loco parentis. All areas must be appropriately staffed by the school so that participants 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 theatre spaces 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, visitors should notify a staff member or practitioner 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. First Aid can also be administered by school staff, but all slips, trips, accidents, and near-misses must be reported to a member of Shakespeare's Globe staff.</p>
Weather	<p>The Globe advises that it is important for participants and teachers to arrive with clothes suited to the weather.</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>