

Risk Assessment for Visiting Schools (The Stoller Hall - Audience)

NB In the event of school groups attending Outreach events at Chetham's and The Stoller Hall, the safety of visiting children remains the responsibility of those schools at all times and schools must adhere to their own guidelines in terms of supervision and first aid.

Venue Details:	The Stoller Hall New School Building Chetham's School of Music Long Millgate Manchester M3 1SB
Event Contacts:	The Stoller Hall / Chetham's 0161 834 9644
People attending:	Members of public (adults and under 18's)
Transport Details:	

Main Hazards:-	Who may be at risk?
Trip and slip hazards (internal)	Any member of the group
Trip and slip hazards (external - yard)	Any member of the group
Members of the public getting lost	Any member of the group
Movement of people	Any member of the group
Public presence on school site	Any member of the group

HAZARD	RISK	RATING No Controls	CONTROL MEASURES	RATING With Controls
Traffic (including walking to and from the site and in yard)	Injury from RTA	High	<ul style="list-style-type: none"> ➤ Visitors should enter the building by the Hunts Bank entrance. ➤ Visitors restricted to ground floor of New School Building (NSB) and B1 and Balcony Door plus toilet facilities servicing The Stoller Hall. 	Low
Trip and slip hazards (external)	Tripping and falling	Medium	<ul style="list-style-type: none"> ➤ Pupils/students to be advised before visit about behaviour and regard for others. ➤ Signs to inform all members of any potential hazards eg obstructions, loose paving, steps etc. ➤ Group leader to be informed of any risks. ➤ Adequate lighting provided internally and externally ➤ Uneven or damaged stonework repaired / relaid if appropriate 	Low
Trip and slip hazards (internal)	Tripping and falling	Medium	<ul style="list-style-type: none"> ➤ Rubbish bags / bins to be provided for food wrappers / waste ➤ Warning signs displayed for wet floor surfaces ➤ Non-slip mats to be in place at the entrances to buildings where appropriate ➤ Cables to be taped down when they have to run across thoroughfares 	Low
Unfamiliarity with building in case of evacuation and generally.	Getting lost	Medium	<ul style="list-style-type: none"> ➤ Stewards present throughout event to assist people in finding facilities and in event of emergency. ➤ Areas for use in event clearly signed ➤ Event staffed by Stoller Hall staff 	Low
Risk of falling from Balcony or Gallery areas	Falling	High	<ul style="list-style-type: none"> ➤ Balustrade height considered acceptable due to intended usage as a concert venue; Students to be briefed that area is out of bounds and supervised if access is required 	Low
Members of the public	Access to unauthorised areas, getting lost	Medium	<ul style="list-style-type: none"> ➤ All visitors to Chetham's to be supervised by member of Chetham's staff, Stoller Hall staff or library staff as per their visitor policy. ➤ Security checks in place at entrance to The Stoller Hall. ➤ All Stoller Hall and Chethams staff and students to be identifiable with appropriate ID. ➤ Areas for use in event clearly signed ➤ 24 hour security available to deal with problems 	Low

			<ul style="list-style-type: none"> ➤ Site monitored by CCTV with recording ➤ Bar facilities (alcohol) for over 18s only and staffed or closed accordingly when not required ➤ If members of the audience enter the stage area to participate briefly in the performance (eg volunteer assistants), they will be accompanied by a steward and will be limited to the main performance area and supervised throughout. 	
Movement of People	Slip, fall, crushing	Medium	<ul style="list-style-type: none"> ➤ Sufficient Stoller Hall staff to supervise movement of public ➤ Aisles and foyer areas to be kept clear of obstructions ➤ No sitting in aisles, corridors and foyer areas unless designated for this purpose (Atrium) ➤ All emergency exits to be checked for obstructions prior to public admission to venue 	Low

This risk assessment is for information and guidance only, it does not constitute an exhaustive risk inventory and visiting groups should produce their own risk assessment specific to the group.

Please check the website for further information about the Hall, accessibility or other information: <http://stollerhall.com/your-visit/>

Travel to and from the venue is the responsibility of the visiting group, information about parking can be found at Manchester City Council's website: <http://www.manchester.gov.uk/info/500346/city-centre-parking/4406/coach-and-lorry-parking-in-manchester>

