



Risk Assessment Information for Schools and Education Groups

Theatre Royal Windsor is committed to providing its audience with a safe environment and an enjoyable visit. Before you visit, your school/college/university or organisation may wish to conduct its own risk assessment.

Whilst Theatre Royal Windsor cannot write this risk assessment for you, we will assist you with information that you feel is relevant. We have written a generic risk assessment for group visits which you may find useful to aid in the writing of your own risk assessment. Should you wish to organise a site visit, please contact Jess Howick, Operations Manager, who would be happy to show you around: jessica.howick@theatreroyalwindsor.co.uk

Some useful information is included below which may be useful to organisations completing a risk assessment prior to visiting the theatre:

- The Auditorium and front of house areas are designed and maintained for public use.
- All areas for public use will be adequately lit, with emergency routes clearly sign posted.
- The Theatre Royal Windsor Management manage the safety of the public between the hours of 09:00 and 18:00. For show times a Duty Manager is allocated to manage the safety of the public.
- The Box Office is staffed between 10:00 and 20:00 Monday to Saturday and from two hours prior to show times on a Sunday until the show start time to assist with any enquiries.
- Children, young people or vulnerable people remain the responsibility of teachers, guardians or chaperones and must be accompanied at all times during their visit to Theatre Royal Windsor
- We ask that there is a minimum of one teacher for every ten students and that the teachers must sit amongst the students during the performance.
- The selected areas of Royal Stalls and of Front Stalls are wheelchair accessible, along with our stalls bar and foyer shop – please contact the Box Office team if you have accessibility queries.

Theatre Royal Windsor has policies; procedures and work practices in place and fire risk assessments are undertaken for each area in the building. In our dedication to the safety of our visitors we will ensure the following:

- Public areas will be kept clean and clear of trip hazards
- Materials used in front of house areas will be suitable for public areas
- Temporary installations or events and shows will be individually risk assessed
- All electrical equipment will be PAT tested and regularly inspected
- Any required warning notices for productions including elements such as strobe effects, smoking or loud audio effects will be prominently displayed in front of house areas

Theatre Royal Windsor is licenced by the Royal Borough of Windsor and Maidenhead Council as a place of entertainment and complies with guidance given including minimum standards of fire protections and maximum number of people permitted into the building at any one time.

Should you have any further queries with regards to our beautiful building, please do not hesitate to contact our Box Office team, or our Front of House Manager.

Evacuation Information for Schools and Education Groups

The evacuation meeting point is: Car Park behind Browns Café

- Should we need to evacuate our building during your visit, our Duty Manager will make announcements from the stage (if during the performance) and via the FOH Tannoy.
- Please take your group carefully and calmly straight to our meeting point.
- Please note, some fire exits may be blocked by fire, please only use the exits instructed by the Duty Manager and Ushers.
- Please do **NOT** re-enter the building for **ANY** reason.
- Should you find you are missing a person, please inform the Duty Manager or an Usher immediately upon your arrival at the meeting point.
- The ushers will do a full sweep of each area (providing it is safe to do so) before attending the meeting point.
- The Duty Manager will relay all missing persons information to the emergency services immediately upon their attendance.
- Should you have a question or query for the Duty Manager that is not deemed critical to the safety or security of a person, please allow the Duty Manager to ensure the full safety and security of all others and await the arrival and handover to the emergency services before approaching.

