

Several educational establishments have asked for risk assessments for visits to the theatre. As I am sure you are aware the majority of the assessment should be carried out by the parties themselves i.e. travelling to the venue etc. However we hope the following document will assist you in carrying out your risk assessment and enable you to enjoy your visit to the Playhouse.

West Yorkshire Playhouse carries out risk assessments on individual areas and rooms as well as working practices and for special events, in line with the Playhouses' Health and Safety Policy. Touring companies visiting the theatre are also obliged to risk assess their productions. Potential hazards are reported to Heads of Departments and the safety committee, so that remedial action can be taken.

There is no standard risk assessment specifically for Theatre Visits because circumstances change. However, here are items of information and advice for a safe visit to the Playhouse.

West Yorkshire Playhouse consists of two main auditoria: the Quarry and the Courtyard as well as studio space for performances in the Barber Studio and the Conference Rooms. The 'Theatre Licence' covers all of these venues. In addition, the building is covered by the 'Entertainment Licence'. The Licences are administered by Leeds City Council. Officers of the City Council and West Yorkshire Fire Brigade inspect the building annually and randomly.

The Playhouse receives information on health and safety issues from the TMA - Theatre Managers Association, The ABTT - Association of British Theatre Technicians, Croner Health and Safety Services and the HSE - Health & Safety Executive.

A safety check of the building is carried out daily and prior to each performance by the Duty Manager, the Duty Fire Officer and Security.

Key members of staff are trained first-aiders. A minimum of two are on duty throughout the performances.

Members of staff are seated in the auditorium on all levels that are in use. Additional staff are situated in the foyers.

A Duty Manager, a Fire Officer and Security will be on duty for all performances.

The staff are trained in evacuation procedures and members of the public should follow their instructions in the event of an emergency. The theatre management team are also conversant with emergency plans for the city.

Should special effects be used i.e. smoke, live flame or strobe lighting, warning notices will be displayed and the Playhouse will endeavour to inform patrons at the time of booking.

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The Box Office will inform groups if there is a suggested minimum age for any production, and if a production contains strong language.

Wheelchair users are catered for in all of our venues. Should there be access issues for any member of your party, please inform the box office at the time of booking.

Glass bottles and crockery are not allowed in the auditoria, in accordance with our theatre license.

The West Yorkshire Playhouse is a no smoking building.

Unruly or disruptive behaviour is not accepted in the auditorium or the foyer areas. Patrons may be asked to leave the building if they are causing a disturbance.

Whilst you are visiting the theatre we realise that you are in loco parentis for your party. We will support you where necessary, but the ultimate responsibility for your group and their behaviour whilst they are on the premises lies with you as the organiser.

The Playhouse foyers and bars are open to the general public. The theatres' security staff patrol these areas and regularly check the toilets. They are in radio contact with the Duty Manager, the Main Reception and the Fireman. For the safety of patrons, CCTV is used in most public areas.

If you are arriving by coach it is advisable for your party to be dropped off at Playhouse Square and not on the main road.

Private Vehicles are no longer able to park on Playhouse Square, but the area is still used as a drop off or pick up point. There are also disabled parking bays; so group leaders should make sure that the square is not used as a playground.

West Yorkshire Playhouses Theatre Staff are trained to provide safe and comfortable surroundings for all patrons, and will take control in the event of an emergency. However, group leaders must take responsibility for their parties whilst visiting the venues.

Thank you for taking the time to read this document, and we hope you enjoy your visit to the West Yorkshire Playhouse.