

# RISK ASSESSMENT FOR: The Great Hall Operation



**KENT COLLEGE**  
CANTERBURY

✓	
	<ul style="list-style-type: none"> <li>To identify mitigation measures to address the risks associated with operating a multi-functional performance venue and remove or reduce the risk of injury to anybody who enters the Hall at any time.</li> <li>To highlight the specific legislative requirements associated with operating the venue.</li> <li>To note and record key dates for testing and inspections.</li> <li>To identify key personnel responsible for ensuring the health, safety and wellbeing of all staff, users and customers.</li> <li>To ensure there is full compliance with the Health &amp; Safety Policy and all relevant legislation pertinent to the safe operation of theatres/venues</li> </ul>

<p><b>This risk assessment is for: The Great Hall</b></p> <p><b>Completed by: Jack Ring</b></p> <p><b>Position: Theatre Manager</b></p> <p><b>Signed: J.Ring</b></p> <p><b>Date: 19/05/2025</b></p> <p><b>Next review due date: 19/05/2026</b></p>	<table border="1"> <tr> <td></td> <td style="background-color: #00b050; color: white;">4 Allow</td> <td style="background-color: #ffc107;">8 Mitigate</td> <td style="background-color: #dc3545; color: white;">12 Avoid</td> <td style="background-color: #dc3545; color: white;">16 Avoid</td> </tr> <tr> <td></td> <td style="background-color: #d3d3d3;">3 Accept</td> <td style="background-color: #00b050; color: white;">6 Allow</td> <td style="background-color: #ffc107;">9 Mitigate</td> <td style="background-color: #dc3545; color: white;">12 Avoid</td> </tr> <tr> <td></td> <td style="background-color: #d3d3d3;">2 Accept</td> <td style="background-color: #00b050; color: white;">4 Allow</td> <td style="background-color: #00b050; color: white;">6 Allow</td> <td style="background-color: #ffc107;">8 Mitigate</td> </tr> <tr> <td></td> <td style="background-color: #d3d3d3;">1 Accept</td> <td style="background-color: #d3d3d3;">2 Accept</td> <td style="background-color: #d3d3d3;">3 Accept</td> <td style="background-color: #00b050; color: white;">4 Allow</td> </tr> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">Likelihood</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">Severity</td> <td></td> </tr> </table>		4 Allow	8 Mitigate	12 Avoid	16 Avoid		3 Accept	6 Allow	9 Mitigate	12 Avoid		2 Accept	4 Allow	6 Allow	8 Mitigate		1 Accept	2 Accept	3 Accept	4 Allow	Likelihood								Severity		<p><b>Severity (S) 1-4</b></p> <p><b>Likelihood (L) 1-4</b></p> <p><b>Risk Rating (S x L)</b></p>
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Step 1:			Risk Ratings
Specify hazards or risks that may arise	Identify People Potentially at Risk	What Control Measures and Mitigation will be put in place to minimise any Risk	e.g 1 x 2 = 2 LOW RISK
Personal injury due to slips, trips and falls.	Staff Students Audience members Contractors	<ul style="list-style-type: none"> <li>• Ensure all flooring is smooth even and uncluttered. Any defects or changes in surface to be reported via Service Desk to the site team for rectification.</li> <li>• Consideration to be given to appropriate highlighting of any fixed hazards that cannot be removed.</li> <li>• Ensure there are appropriate measures in place for promptly dealing with spillages of any liquids with appropriate warning notices in place.</li> <li>• Ensure there are no trailing cables of any description which could act as trip hazards. If temporary cables are required, they must be secured away from walkways and appropriately highlighted.</li> <li>• If temporary cabling is required on a regular basis, then investigations into permanent solutions must be made and consideration given to long term solutions to eliminate the risk.</li> <li>• High level gantries must be made secure and marked as out of bounds to students/visitors. Training to be provided to staff/students who are permitted to work on the gantries.</li> <li>• Ensure students are properly supervised by teaching staff at all times.</li> <li>• Adequate lighting in place to ensure there are no dark areas and minimum lighting utilised (or other suitable means) to highlights steps and other features during performances.</li> <li>• Carry out a final check prior to a public show/performance to ensure all mitigation measures are in place.</li> </ul>	3 x 3 = 9

<p>Personal injury due to working at height, or falling from height</p>	<p>Staff Approved students Contractors</p>	<ul style="list-style-type: none"> <li>• Refer to <a href="#">Working at Height Risk Assessment</a></li> <li>• Ensure only trained staff are using ladders (fixed or removable) with approved footwear being worn and notices in place where appropriate.</li> <li>• Only competent persons to be allowed to use gantries within the hall. A Do's and Dont's checklist to be developed and used as part of induction training for working in the hall.</li> <li>• All staff/performers using the stage to be reminded of the need to be aware of the edge of the stage. When it is appropriate to do so, make use of warnings/notices/barrier system to protect the front edge of the stage with a 0.5m safety zone.</li> <li>• The flooring area in the upper circle to be kept clear of bags/cables/hazards that could lead to a trip hazard.</li> <li>• Ensure there is appropriate/sufficient lighting in situ.</li> </ul>	<p>3 x 3 = 9</p>
<p>Potential crushing or personal injury due to crowd surges or overcrowding.</p>	<p>Staff Students Visitors/Audience</p>	<ul style="list-style-type: none"> <li>• Maximum occupancy rates to be adhered to: 603 seated. 100 on stage (performers/staff) Extra 100 standing as long as extra fire marshals are situated at key locations and assessed on an individual basis. <ul style="list-style-type: none"> <li>• Make provision for audience members with restricted mobility, ensuring there is a safe access and egress route.</li> <li>• Obtain as much information as possible from external hires prior to performances on audience numbers and potential mobility issues.</li> <li>• Deploy sufficient stewards to help police the event who have received appropriate training</li> </ul> </li> </ul>	<p>3 x 3 = 9</p>
<p>Potential personal injury due to unsafe furniture or equipment.</p>	<p>Staff Students Contractors Audience/Visitors</p>	<ul style="list-style-type: none"> <li>• All equipment and furniture to be used for its intended purpose only and in good condition/suitably maintained.</li> <li>• Any defects/cracks/sharp edges to be reported and the item taken out of use until repaired/replaced.</li> <li>• All portable equipment to be properly secured when in use (and safely stored when not in use) and</li> </ul>	<p>3 x 3 = 9</p>

		inspected at regular intervals for defects and irregularities.	
Potential personal injury from inappropriate use of lifting equipment or failure of equipment due to poor or lack of maintenance.	Staff Students Contractors Audience/Visitors	<ul style="list-style-type: none"> <li>• Only qualified/suitable trained staff to use equipment. Refer to LOLER regulations.</li> <li>• Carry out a visual inspection prior to use, reporting any defects and isolating if unsafe to use.</li> <li>• Complete all regulated inspections and servicing at legally required intervals and specified intervals.</li> <li>• Ensure other staff members are aware when equipment is to be used and all work is carefully pre-planned</li> </ul>	3 x 3 = 9
Potential injury or damage to the facility by inappropriate use of Special Effects	Staff Students Contractors Audience/Visitors	<ul style="list-style-type: none"> <li>• Only authorised staff who have had appropriate training may use special effects such as pyrotechnics, dry ice, smoke, small scale fires etc</li> <li>• All industry standard/manufacturer's instructions are adhered to at all times</li> </ul>	3 x 3 = 9
Potential injury or death caused by fire or smoke within the building	Staff Students Contractors Audience/Visitors	<ul style="list-style-type: none"> <li>• Ensure the Fire Risk Assessment for the Hall is up to date and reviewed annually.</li> <li>• Ensure fire door inspections are completed and reviewed annually. All defects to be addressed and resolved. Any defects with fire doors to be resolved.</li> <li>• Undertake periodic fire drills to test the system, recording the outcome and addressing any issues raised.</li> <li>• Comply with the school Fire Management Policy.</li> <li>• Ensure all pre-installed fire prevention/dampening systems are operational.</li> <li>• Ensure the level of alcohol stored on site for performances is limited to a reasonable level and secure.</li> <li>• Undertake six monthly reviews of equipment and processes to ensure relevant risks are being mitigated.</li> </ul>	3 x 3 = 9
Lone Working which could result in a staff member (especially the Great Hall Manager) being injured without colleagues being made aware.	Staff Great Hall Manager	<ul style="list-style-type: none"> <li>• Avoid lone working wherever possible.</li> <li>• Re-schedule tasks to times when other staff members are available to assist or support.</li> </ul>	

		<ul style="list-style-type: none"> <li>Consider alternative ways of completing tasks where it is practical to do so.</li> <li>Introduce a means of communicating with other staff members/line manager/buddy when undertaking lone working tasks to provide a back up.</li> <li>When lone working tasks are undertaken, always ensure they are planned out in advance and any risks such as trip hazards have been removed and all necessary safety equipment is deployed.</li> </ul>	3 x 3 = 9
Potential for electrocution from faulty or defective equipment.	Staff Students Contractors Audience/Visitors	<ul style="list-style-type: none"> <li>All electrical systems, circuit boards etc to be inspected and maintained in accordance with relevant legislation.</li> <li>All equipment to be inspected prior to use and checked for frayed cables/defects and removed from use if defects are found, or repaired prior to use.</li> <li>Students to be supervised by appropriately trained staff at all times</li> </ul>	2 x 3 = 6
Failure of high level lighting and other equipment leading to injury or damage to property	Staff Students Contractors Audience/Visitors	<ul style="list-style-type: none"> <li>All equipment to be inspected at relevant intervals and in accordance with relevant legislation.</li> <li>Ensure staff using such equipment are trained by a competent person and able to identify defects themselves.</li> </ul>	2 x 3 = 6
Potential inappropriate/disruptive behaviour due to underage drinking/illegal sale of alcohol	Students Staff Audience visitors	<ul style="list-style-type: none"> <li>Ensure that the relevant laws and regulations relating to the storage and sale of alcohol are implemented and followed at all times.</li> <li>Ensure that all relevant policies are implemented and followed at all times</li> <li>Challenge 25 Policy</li> <li>Alcohol and substance misuse policy</li> <li>General Alcohol policy</li> <li>Kent Collage Proof of Age Policy</li> <li>Ensure any alcohol stored in the hall is done so correctly and securely.</li> </ul>	2 x 3 = 6

Step 2: Action Needed/Comment	Responsible Person	Date Completed
List of Training Requirements (Think25, EVAC Chair & Fire Drill for Casuals)	Jack Ring	
Fire Exit – LHS Front Doors needing Repair (Bar Jammed)	Glen Ridout	
Emergency Lighting – High Level Backstage Area Needing Replacement	Glen Ridout	
Electrical Insp Condition Report, LOLER & PAT Testing Taking Place July 25	Jack Ring	

Signed: K Wyatt

Title: Head of Enterprise

Date: 19.05.25

Signed: 

Title: Bursar

Date: 21/05/2025