



Name of Policy	Information for Undertaking a Risk Assessment for School Visits at Little Angel Studios
Purpose of the policy:	That this information is designed to guide your own risk assessment rather than be a risk assessment in its own right. The risks will vary according to your own needs and should be assessed on an individual basis.
Who is this policy for?	All schools visiting Little Angel Studios
Policy issued:	September 2022
Proposed date of review:	September 2023

General Profile

Address: Little Angel Studios, Sebbon Street, N1 2EH.

Occupier: Little Angel Theatre

Trade/Business: Entertainment / Puppet Theatre

Little Angel Theatre employs 17 full-time members of staff and 13 part-time

Executive Director: Peta Swindall

Visitor Experience and Operations Manager: Isaac Lawrence-Thompson

Box Office and Data Manager: Wood Godwin

Responsible person: Peta Swindall

Appointed person(s): Conall Borowski, Cindy Mclean-Bibby, Isaac Lawrence-Thompson

Evacuation Officers: Conall Borowski or their appointed deputies

First Aiders: Alex Carter / Sarah Schofield / Conall Borowski / Ellie Mills / Peta Swindall / Cindy Mclean-Bibby

Description:

Little Angel Studios are a former community centre that has been converted into rehearsal rooms and offices by Little Angel Theatre in 2014. The capability of becoming a black box studio theatre was added in 2016.

The performance space is on the first floor. Access is via stairs, or a lift operated by staff.

The seating configuration of the space varies according to the production, and can consist of chairs, seating blocks, floor mats or a combination. The current capacity of the space is usually between 30 and 100. Visitor experience assistants monitor the audience before and during the show in case of emergencies and assist with evacuation.

There is space for one wheelchair in the auditorium. Wheelchair spaces must be booked in advance as this can involve taking extra seats off sale, and we are limited to one wheelchair per performance.

Two fire exits are located in the Auditorium, at either end of the hall. All staff are trained in evacuation and fire procedures.

Fire extinguishers are located at strategic points around the building.

There are two unisex toilet cubicles and an accessible toilet, situated on the ground floor. Baby changing facilities are provided.

Audience members can buy snacks (sweets and biscuits) and drinks at the downstairs box

office.

The entire building is a designated No Smoking zone.