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| Name of Policy           | <b>Information for Undertaking a Risk Assessment for School Visits at Little Angel Theatre</b>  |
| 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 Theatre   |
| Policy issued:           | September 2022  |
| Proposed date of review: | September 2023  |

## General Profile

**Address:** 14 Dagmar Passage  
London  
N1 2DN

**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

We cannot guarantee to have a first aider present at all times.

### **Description:**

Little Angel Theatre is a former temperance hall that was converted into a puppet theatre in 1961. The auditorium, foyer and toilets are all on one floor, which is at street level.

The current capacity is approximately 100. The seating is on benches. Visitor experience assistants monitor the audience before and during the show in case of emergencies and assist with evacuation.

The auditorium has a raised wooden stage with a cavity underneath. Scenery does not extend over the stage edge.

There is space for two wheelchairs in the auditorium when a bench is removed. Wheelchair spaces must be booked in advance as this involves taking seats off sale. There is a small (5cm) step up to the foyer from the street, and a wheelchair ramp is available.

Fire exits are located at the back of the auditorium and backstage. All staff are trained in evacuation and fire procedures.

Fire extinguishers are located at strategic points around the building.

Audience members can buy snacks (sweets and biscuits) and drinks.

School groups will queue outside. Children can be taken into the toilets in limited numbers, then the group will move directly to their assigned seats.

There are separate male, female and accessible toilet cubicles. Baby changing facilities are provided.

The entire building is a designated No Smoking zone.

**Special note about travelling:**

When arriving at the theatre do not walk through the archway in Dagmar Terrace – it is a busy road and cars could come round the corner quite suddenly.