



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:	May 2024
Proposed date of review:	May 2025

General Profile

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

Occupier: Little Angel Theatre

Trade/Business: Entertainment / Puppet Theatre

Little Angel Theatre employs 26 full-time and 15 part-time members of staff.

Executive Director: Peta Swindall

Commercial Retail & Hires Manager: Ella Pound

Box Office and Data Manager: Wood Godwin

Responsible person: Peta Swindall

Appointed person(s): Kate Hounslow, Jordan Lewis, Gabriel Haslam, Ella Pound

Evacuation Officers: Ella Pound or their appointed deputies

First Aiders: Alex Carter, Sarah Schofield, Peta Swindall, Kate Hounslow, Imogen Newman

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

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 measurements of the lift are W: .86m / L: 0.97m / H: 2.1m / Maximum weight: 300kg.

The dimensions of the access toilet are 1.75m x 1.9m.

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 and Box Office Assistants monitor the audience before and during the show in case of emergencies and assist with evacuation.

We can accommodate two wheelchair users in the auditorium. Wheelchair spaces must be booked in advance as this can involve taking extra seats off sale, and we are limited to two wheelchair users per performance because of fire evacuation procedures.

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.