



Name of Policy	Information for Undertaking a Risk Assessment for School Visits at Little Angel Theatre
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:	May 2024
Proposed date of review:	May 2025

General Profile

Address: 14 Dagmar Passage
London
N1 2DN

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 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 capacity is approximately 100 and can be extended slightly when there are large school groups in the audience. 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.

The measurements of the access toilet are 1.35m x 1.45m.

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 and drinks.

There are two unisex toilet cubicles and an accessible toilet. 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.