



RISK ASSESSMENT QUESTIONNAIRE

School name: _____
Date of visit: _____
No of students: _____
No of staff: _____
Activity: _____

1. INSURANCE

Does your organisation have Employers Liability Insurance? Yes

Employers Liability Insurance

Policy number: 24555951CCI

Expiry date: 19/06/09

Insurance company: NorwichUnion

2. REGISTRATION OF PREMISES

Is your organisation registered with the Health and Safety Executive? Yes

3. HEALTH AND SAFETY

Does your organisation have a written Health and Safety Policy? Yes

Date of last review: 2002

Person with overall responsibility for health and safety? Richard Morgan

Have any legal proceedings been taken against your organisation with regards to a Health and Safety issue?

No

4. RISK ASSESSMENT

Have you carried out risk assessments for the areas /activities the students will visit/ undertake? Yes

Are risk assessments kept under review? Yes

5. EMERGENCY PROCEDURES

Does the organisation hold a fire certificate? Yes

Are all staff trained in evacuation procedures? Yes

Are fire evacuation drills practised? Yes

6. ACCIDENTS AND INCIDENTS

Are there first aiders available in the vicinity in which the students will be attending? Yes

Do you have Accident and Incident reporting procedures in accordance with RIDDOR? Yes

7. EQUAL OPPORTUNITIES

Are all areas to be visited completely accessible to disabled visitors? Yes

Please note that in the case of school and group bookings, the Royal Exchange Theatre entrusts organisers whilst they are in the building with the responsibility for supervising the behaviour and safety of young people in their care.

All personnel leading workshops with young people under the age of 18 are police checked.