The Silver Screen Cinema - Risk Assessment for Private Group Visits

The Town Hall, 1-2 Guildhall Street, Folkestone CT20 1DY // 01303 221 230 // info@folkestonecinema.com

In this risk assessment, "children" refers to any child under the age of 18 years within a private group. "Adults" refers to any adult aged 18 years or over who is attending the cinema with the responsibility of supervising and ensuring the safety of the children in their group.

Hazard	Who might be harmed, and how?	What is being done to prevent or control the hazard?	Risk Level
Automatic doors at entrance.	Children and adults could be struck, caught or trapped by automatic doors on entering or leaving the building.	"Keep Clear" signage is clearly displayed at the doors. Automatic safety cut-out prevents the doors from opening or closing if an obstruction is detected. Adults should supervise children entering and exiting the building.	Low
Uneven or slippery surfaces, or obstructions.	Children and adults may suffer slips, trips and falls on obstructed routes, wet floors, or uneven surfaces.	All areas are always kept clean and clear. Floors are carpeted, except in toilets. The sloped entrance floor has contrast carpeting. Toilets are regularly checked, and spillages are cleaned up promptly. "Caution: Wet Floor / Cleaning in Progress" signage is displayed at appropriate times. Stairs have handrails on both sides. Signage is displayed at the top of the entrance stairwell. Adults should supervise children when moving around the building.	Medium
Lift at ground floor and cinema foyer.	Children and adults could be struck by the automatic doors, or trapped in the lift due to a fault.	"Keep Clear" signage is displayed on the doors. An audible warning sounds when the doors open and close. The lift is equipped with an alarm and intercom. Staff are trained in emergency lift trap & release procedures. Children should be accompanied by adults when using the lift.	Low
Members of public.	Children could be harmed by interacting with members of the public.	No children under 5 years old are admitted to the cinema unless accompanied by an adult aged 18 years or over. Children are monitored by cinema staff if leaving the auditoriums unaccompanied.	Low
Mechanical & electrical equipment.	Children and adults may be injured by equipment in staff areas and projection rooms.	Doors to staff/projection areas are always kept locked shut. Adults supervise children when moving about the cinema. Children are monitored by staff if leaving auditoriums unaccompanied. (See also: Tour Risk Assessment)	Low
Cleaning products.	Children and adults could come into contact with hazardous substances.	All hazardous chemicals are always kept locked in COSHH cupboards. Adults should supervise children when moving about the cinema. Children are monitored by cinema staff when leaving the auditoriums unaccompanied.	Low
Fire and smoke.	Children and adults could suffer burns and smoke inhalation injuries.	A fire risk assessment is carried out annually. The cinema has a fire alarm system with detection, call-points, and automatic projection shut-off. Staff are trained in fire safety policy & evacuation procedure. Evacuation sleds are stationed at both fire escapes. Fire exits are clearly marked and illuminated. Fire extinguishers are clearly identified. The fire alarm, fire equipment, emergency lights, and PAT, are tested, inspected, and serviced regularly.	Low

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Poorly lit or unlit areas.	Children and adults could suffer trips and falls when moving through poorly lit or unlit areas.	All public areas excluding auditoriums are always clearly lit. Auditoriums are lit before and after films. During films, children and adults are assisted by staff with torches if necessary. Auditorium exits are always illuminated. Aisles and stairs in auditoriums are monitored and kept clear of obstructions. Maintained emergency lighting is installed on escape routes and at exits. Automatic emergency lighting is installed in all other areas. Emergency lighting is tested and inspected regularly.	**Medium**
Crowds.	Children and adults could be injured by crowds when entering or leaving the cinema at very busy times.	A crowd control rope barrier is used in the foyer to channel people from box office to auditorium, keeping them separate from the queue at the kiosk. Auditorium doors are held open when audiences are entering the auditoriums. To prevent bottlenecking, customers waiting to enter the cinema are kept queueing at the entrance to the building until the previous audience has left the cinema. The entrance stairwell is monitored, and a “no waiting” rule is enforced by staff.	**Low**
High balcony.	Children and adults could be injured falling from height or by having objects dropped on them from height.	The balcony has a balustrade to prevent people and objects from falling. Children are only allowed on the balcony if accompanied by an adult aged 18 years or over. Children are supervised by adults when on the balcony.	**Medium**
Getting lost.	Young children could get lost if they leave the auditoriums or building.	Adults carry out head counts and provide cinema staff with numbers. The appropriate number of adults are assigned to supervise group visits. Adults should supervise visits to the toilets by children, and children are monitored by cinema staff if leaving the auditoriums unaccompanied.	**Low**
Allergic reaction.	Children and adults could suffer allergic reaction to food from kiosk.	The popcorn is entirely allergen free, and popcorn information sheets are available on request. All other food is packaged with any allergen information clearly displayed.	**Low**

Risk Levels

Low: Adequately controlled. **Medium:** Ongoing control or further control required. **High:** Unacceptable, immediate control required.