



INFORMATION FOR YOUR RISK ASSESSMENT

SCHOOL TRIP PLANNING GUIDE

Everything you need to complete your risk assessment for
The Official Paddington Bear™ Experience

PLANNING YOUR TRIP

Thank you for your interest in The Official Paddington Bear™ Experience.

In this guide, you'll find out everything you need to plan your school trip to the Experience.

Please also see our accompanying “**Planning Your Trip**” and “**On The Day**” guides for more information. You can download these on the schools page on our website, or by requesting them from our Schools Team.

HAVE A QUESTION?

We're here to provide you with everything you need. Email us to find out more or ask a question.

schools@paddingtonbearexperience.com

<https://paddingtonbearexperience.com/schools/>



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Slips, trips and falls

- **Risk:** Potential for injury resulting from slips, trips and falls when walking around the venue.
- **Mitigation:** Walkways are kept clear, spillages are promptly cleaned/dried and adequate lighting is used throughout.

Insecure or unstable scenery

- **Risk:** Crush or other injuries caused by falling pieces of set or props.
- **Mitigation:** All pieces of set are fully secured and checked by the Stage Management team. Items of set which are likely to be inherently unstable are tied off or otherwise made secure to remove the possibility of their falling or toppling.

Free standing props

- **Risk:** Toppling over onto patrons.
- **Mitigation:** All props are to be secured down to prevent movement or used with instruction from the performer. Regular area checks are to be carried out to make sure there is no damage or general wear and tear of props.

Games

- **Risk:** Nips and crushes of fingers. Props toppling over.
- **Mitigation:** Soft closures on all cupboards and drawers. Regular checks to make sure soft closures are working and maintenance plan to replace. Clear instructions given by cast and assistance with games if needed. Regular area checks are to be carried out to make sure there is no damage or general wear and tear of game props. Kitchen utensils such as dishes and cups are non-breakable.

Faulty equipment and climbing aspects of play area

- **Risk:** Injury to face, musculoskeletal injury, fall from height.
- **Mitigation:** Equipment regularly checked for signs of damage or wear and tear. Area monitored by staff and performers. Each room has cameras to monitor activity. Play aspects have been installed by competent persons and checked for structural soundness before use.

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Sandpit

- **Risk:** Infection, choking and ingestion.
- **Mitigation:** Sand is safety play sand which will be replaced regularly to prevent build up of bacteria. Area monitored by staff and performers.

Marmalade Machine

- **Risk:** Fall or failure of elements of set or equipment leading to injury, severe injury to those in close proximity. Fingers being trapped in mechanism. Risk of electrocution.
- **Mitigation:** Pre-show checks conducted on all risk elements. Machine does not move at speed, if item ejected, it would not be fast and could not cause harm. Lip of conveyer belt is high enough to limit item being ejected over the top of it. Rope guard installed to prevent easy access to possible pinch point. Performers spotting and Stage Manager monitoring from Control Room. Public kept at a safe distance. All power is installed by a qualified competent electrician and given periodic and pre-show inspections.

Incident in room

- **Risk:** Accident or harm caused within each room.
- **Mitigation:** Control room monitors via cameras in each room. Procedure in place if performer or crew require assistance, personal call button in pockets. Fitted emergency call points in each room. CCTV recording stored for 30 days.

Safeguarding - Performers

- **Risk:** Proximity of children to performers
- **Mitigation:** Control room monitors via cameras in each room. Procedure in place if performer or crew require assistance, personal call button in pockets.

Safeguarding - Public

- **Risk:** Abduction
- **Mitigation:** Requirements of suitable adult/child ratios in place - 1 adult for every 5 Primary-aged children, 1 adult for every 9 Secondary-aged children. Control room monitors via cameras in each room. Procedure in place if performer or crew require assistance, personal call button in pockets.

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Noise

- **Risk:** Excessive volumes of noise
- **Mitigation:** Production-specific noise assessments are carried out to ascertain actual noise levels of specific tasks and control measures identified. Speakers directed toward the room are designed to create an even spread of sound, minimising localised areas of high sound levels. Levels of over 85dBA are not anticipated.

Stairs

- **Risk:** Congestion, slips, trips and falls
- **Mitigation:** Stairs have suitable nosings to highlight edge. Suitable lighting in area. Route managed by staff. Keep left for route up and down stairs when patrons are entering and exiting. Lift available for visitors requiring step-free access.

Larder access door

- **Risk:** Banging head due to low level door way.
- **Mitigation:** Padding to prevent harm if someone hits head. Cast and crew assist and warn of low-level doorway. Suitable lighting for persons to see door frame. Door frame is painted in a different colour to surrounding to highlight.

Food allergies

- **Risk:** Allergies from items in the food outlet.
- **Mitigation:** Accompanying adults to communicate to the staff members if any child has any food allergies. Allergen information displayed and available on request. Staff trained to give information around allergen risks. No external food or drink (except bottled water) is allowed inside the venue.

Fire

- **Risk:** Potential for fire-related damage and injuries including burns and smoke inhalation.
- **Mitigation:** A suitable Fire Risk Assessment has been conducted for the premises. All performers and staff are trained in venue emergency procedures, including evacuation, emergency escape routes and muster points. All rooms lead to a number of clearly marked local fire exits.

THE OFFICIAL PADDINGTON BEAR™ EXPERIENCE

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