

## Risk Assessment

|   |  |            |   |                   |           |                     |   |           |           |           |  |
|---|--|------------|---|-------------------|-----------|---------------------|---|-----------|-----------|-----------|--|
| <b>Assessment date:</b>                       | January 2019   |            |   |                   |           | <b>Review date:</b> | January 2020  |           |           |           |  |
| <b>Area:</b>                                  | Ground Floor Only                                      |            |   |                   |           |                     |   |           |           |           |  |
| <b>Specific detail:</b>                       | For screenings, film courses, cafe bar or gaming       |            |   |                   |           |                     |   |           |           |           |  |
| <b>Assessed by:</b>                           | Ros Hill   |            |   | <b>Signed: RH</b> |           |                     | RA018   |           |           |           |  |
| <b>Hazards</b>                                | <b>Risks</b>   | <b>Who</b> | <b>Normal precautions</b>   | <b>SR</b>         | <b>LR</b> | <b>RR</b>           | <b>Additional precautions</b>   | <b>SR</b> | <b>LR</b> | <b>RR</b> |  |
| Group entrance into screens and being seated. | Trapped fingers, cuts, bruises                         | Visitors   | Good lighting throughout the building. Entrance into auditoria lit, ushers on duty to assist any exit or entrance whilst a film is playing. Flip up seats: teachers required to ensure their students remain seated throughout any screening. Steps in screens have high visibility strips to denote the edge of each step. | 2                 | 2         | 4                   | Trained staff in assisting audiences into the auditoria. Seating organised by staff to allow a slower ordered entrance into the building and auditoria  | 2         | 1         | 2         |  |
| Dark environment                              | Trapped fingers, injury, cuts, bruises or broken bones | Visitors   | Houselights on when entering and exiting. Teachers to ensure school groups remain seated throughout the screening.  | 4                 | 3         | 12                  | Blue lights installed in cinema entrance lobbies and in strips on the raised seating areas. For longer features, plan an interval to reduce movement in the dark to utilise the toilet provision. | 4         | 2         | 8         |  |

|                     |   |                    |  |   |   |    |  |   |   |   |
|---------------------|---|--------------------|--|---|---|----|--|---|---|---|
| Electricity         | Fatal injury, electrical burns, shock, fire | Visitors           | Access control doors in use to ensure no-one can access areas they shouldn't.<br>Equipment PAT tested.   | 5 | 3 | 15 | Staff trained in ensuring young audiences are directed to the area of activity and do not interfere with building elements. Staff fully trained in setting up equipment, projectors, laptops, DVD players and set-up is done prior to audience's entrance. | 5 | 1 | 5 |
| Fire                | Fatal injury, burns, smoke inhalation       | Visitors and staff | Fire alarm testing up to date, issues reported on the fire panel reported to maintenance contractors.<br>Evacuation procedure reviewed and staff trained regularly.  | 5 | 2 | 10 | 2 times daily building check of egress routes undertaken.  | 5 | 1 | 5 |
| Trips, slips, falls | Injury, cuts, bruises or broken bones       | Visitors and staff | Lights controlled by projectionist (light up for entrance and exit of audience), flat carpeted floor on entry into screens, shallow deep steps going to the bottom of the auditorium. Building entrance, gradual slope into building. Flat, carpeted foyer and corridors. Flat, hard non-slip flooring cafe bar and toilets. Spillages mopped up quickly and signage placed to warn of hazard. | 4 | 3 | 12 | Trailing wires secured with cable protector or gaffer tape.  | 3 | 2 | 6 |

|                          |                           |                    |  |   |   |   |                                |   |   |   |
|--------------------------|---------------------------|--------------------|--|---|---|---|--------------------------------|---|---|---|
| Display screen equipment | Eye strain, back problems | Visitors and staff | Up-to-date equipment, limited length of use, usually max 3 hours, visuals on screen checked before room opens. | 2 | 1 | 2 |                                | 2 | 1 | 2 |
| Noise                    | Damage to hearing         | Visitors and staff | Up-to-date equipment, limited length of use, usually max 3 hours, audio levels checked before room opens.      | 2 | 1 | 2 | Ear plugs available on request | 2 | 1 | 2 |

## **Access Information**

### **Access spaces**

Access spaces for wheelchairs are available in both of our main cinema screens; three are available in Screen 1 and two in Screen 2. Please call the Box Office prior to booking if you require an access space or if yourself or a member of your party requires an aisle seat for access reasons.

### **Toilet & washing facilities**

Accessible toilets are situated throughout the building. Phoenix is also a 'Changing Places' venue. People with profound and multiple learning disabilities, as well people with other physical disabilities such as spinal injuries, muscular dystrophy and multiple sclerosis often need extra facilities to allow them to use the toilets safely and comfortably. Changing Places toilets are different to standard accessible toilets as they have extra features and more space to meet the needs of people who use them.

### **Hearing loops**

Hearing assistance is available with an infra-red system in both Screens 1 & 2 and at a T loop is in operation at all payment desks. Infra-red headsets are available from the Box Office.

### **Assistance animals are welcome**

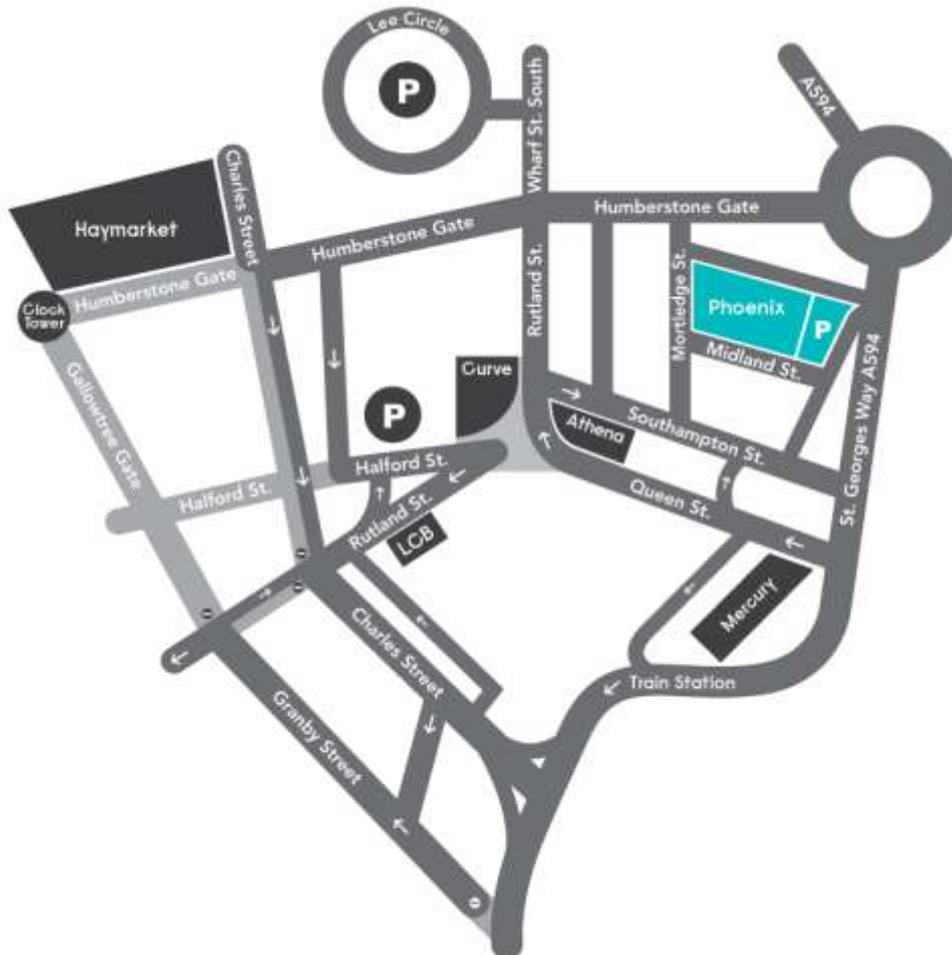
Assistance dogs and other care animals are welcome into our building and auditoria. Special spaces are provided for the comfort of both owners and the animals themselves; please contact the box office to reserve these spaces. Dog bowls with water and quiet rooms are also available if required.

### **Blue badge parking**

Free disabled parking bays are situated at the front of the building and available on display of a valid blue badge for up to three hours.

## How to find us

Phoenix, Phoenix Square, 4 Midland Street, Leicester, **LE1 1TG**



Visit [Google maps](#) to plan your trip to Phoenix, if you are using a Sat-Nav please enter postcode **LE1 1TG**.

## Coach drop-off points

Coaches can drop off just outside the main entrance on Midland Street. The street can take up to 3 double decker coaches at any one time.

## Parking

There is a council-run pay and display car park next to Phoenix. Parking costs £1 for 1hr, £3 up to 3hrs, £4 up to 4hrs, £6 up to 6hrs, £8 up to 9hrs, and £9 up to 12hrs. Evening parking costs £2, from 5pm – 6am. On Sundays and bank holidays there is a £1 charge. Please check notices in the car park for more details.

The Rutland Centre NCP car park on Halford Street (LE1 1TQ) is just a short walk away from Phoenix and costs £5.20 all day for Phoenix customers. To obtain this reduced rate your parking ticket must be validated at the Phoenix box office.

On-street parking is also available around Phoenix. In pay and display bays, parking is free after 6pm and all day on Sundays; on single yellow lines, parking is free after 6pm. Please check the signs as circumstances may change and temporary restrictions may be in place.