

# SOUTHBANK CENTRE

We are looking forward to welcoming your school group to the Southbank Centre. The Southbank Centre is committed to providing its customers with a safe, secure environment to make sure your visit is enjoyable and memorable.

Before coming to our site, your school/college/university or organisation will need to carry out your own risk assessment. While the Southbank Centre cannot carry this out for you, this page is designed to support you in completing your risk assessment, and to ensure it is comprehensive.

A copy of our risk assessment is available on request to assist with creating your own risk assessment. Please contact our team at [schools@southbankcentre.co.uk](mailto:schools@southbankcentre.co.uk)

Responsibility for visiting pupils or students remains with the teachers at all times. The following risks should be considered when producing a risk assessment:

- Slipping, tripping, or falling within the auditorium, foyer, or gallery spaces.
- Slipping, tripping or falling due to liquid, e.g. water leaks and spillages.
- Sustaining light injury (for example cuts and bruises) through collision with display cases and corners.
- Trapping fingers in doors.
- Being separated from the rest of the group.

## **Safeguarding information for schools**

We are committed to offering a safe and welcoming environment for all staff and visitors and will take action if anyone experiences racism, harassment or intimidating behaviour of any kind.

Southbank Centre has a Safeguarding Policy for working with children and vulnerable adults. All our policies are on our Safeguarding microsite [here](#).

Designated Responsible Persons for Safeguarding at the Southbank Centre:

Alexandra Brierley, Director of Creative Engagement

[alexandra.brierley@southbankcentre.co.uk](mailto:alexandra.brierley@southbankcentre.co.uk)

Rebecca Hanna-Grindall, Director of Arts Planning and Producing

[rebecca.hanna-grindall@southbankcentre.co.uk](mailto:rebecca.hanna-grindall@southbankcentre.co.uk)

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While on the Southbank Centre's site, all children are under the care of the staff that accompany them from the school. There must be the following ratio of adults to children – regardless of the size of the group, there must be at least two adults responsible for the group at all times.

- 1 adult for every 5 children for under-5s
- 1 adult for every 10 children for ages 6 – 11
- 1 adult for every 15 children for ages 12 – 16
- 1 adult for every 20 children for ages 16 – 18

## **Parent and carer contacts**

It is the responsibility of the school to have emergency contact details for the parents **or** carers of each child in the group. The staff should have this information readily available to them in case of emergency.

## **Medical information**

It is the responsibility of the school to have information about any medical conditions (for example asthma and allergies) relating to the children they are bringing to the Southbank Centre, and any medication that the child takes regularly or might need when they are on site. The accompanying staff should have this information readily available to them in case of emergency.

## **Emergencies on site**

There are first aiders on site at all times that can be contacted via security staff (including reception staff) and hosts (front of house staff). If you cannot find a member of staff please go to the Ticket Desk and ask for help.

There will always be at least one member of Southbank Centre staff in workshops, performances and project sessions who will be responsible for evacuation should the fire alarm be activated.

## **Fire Safety**

The Southbank Centre is committed to maintaining and managing fire safety to the highest levels, ensuring fully operational, tested life safety systems and fire prevention and fire fighting measures. As part of our fire strategy, we ensure:

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- Fire escapes and fire exits are maintained in suitable condition, kept clear of hazards and inspected before opening to the public each day
- Materials used for events and installations are fire retardant and low hazard
- Flammable materials are limited across the site
- Public facing staff are regularly trained and tested in emergency evacuation procedures

## **Health and Safety**

The Southbank Centre works hard to fulfil all legal requirements in respect of health, safety and will ensure, so far as is reasonably practicable, that:

- All our activities and performances are consulted on at planning stage to ensure they are suitable and safe for the public
- Public areas are monitored, managed and maintained to reduce the potential for injury
- Construction and maintenance works will be carried out where possible out of public hours. Where not possible, work areas will be cordoned off with suitable controls in place to discourage access
- Contractors working on our site are vetted, inducted and their work monitored to ensure it is carried out safely
- Interactive events and installations are inspected and signed off prior to opening to the public
- SC plant machinery and equipment is suitably maintained and inspected according to legal requirements
- The public will be warned of any special effects that could affect their health in certain circumstances e.g. strobes, haze
- Accidents, however minor, will be recorded and investigated

If you have any comment to make about this document or require any further health and safety information, please discuss with your site contact who will bring it to the attention of the Health and Safety Team.

Any further questions related to your school visit, please contact the school's team at [schools@southbankcentre.co.uk](mailto:schools@southbankcentre.co.uk)

**Southbank Centre Creative Engagement Team**