



Safety information for Group Leaders and Hirers, relating to young persons, schools and groups

The Sheldonian Theatre warmly welcomes you and your group to the Theatre. The safety and wellbeing of our visitors is of paramount importance to us, therefore, the Theatre has produced these guidelines to help you to plan a safe and enjoyable visit.

The Sheldonian Theatre is a Grade 1 listed, historical building constructed nearly 350 years ago, long before the introduction of modern day building regulations. Therefore, by its nature it does not meet those regulations and standards. For this important reason, visitors and hirers must consider those risks carefully when planning their visit. Schools or Groups bringing children or young people into the building are required to complete a full **risk assessment** prior to their visit, ensuring all reasonable risks which could arise during their visit have been considered. Those Group Leaders who are not familiar with the building are asked to visit the Theatre in advance of the visit to assist with the completion of the Risk Assessment.

Arrival

On arrival the Group Leader should make themselves known to a member of the Events team. The Sheldonian Theatre staff will remind the Group Leader of the health and safety procedures for the building, such as if a fire alarm is planned and any other relevant information.

Supervision

At all times the supervision of children and young person's remains the responsibility of the Group Leader.

A child is recognised as being under the age of sixteen, and a young person 16 or over, but under 18 years of age. The required level of supervision for our premises at all times must be assessed by the Group Leader in their Risk Assessment, prior to their visit.

The Theatre expects that children and young person's will adhere to safety instructions, and also behave appropriately during their visit.



Safety throughout your visit

The Theatre asks that children (and young persons, depending on your risk assessment) are not left unsupervised at any time. The Theatre requests that the children and young persons are given a safety briefing at the beginning of their visit by their Group Leader to ensure that they are aware of any hazards.

In the event that you are required to evacuate the Theatre, unless otherwise told, your assembly point is at the Cattle street gate. The Group Leader is to conduct a head count to ensure that all are present and convey this to Sheldonian staff.

Should any member of the group suffer an accident, the Group Leader must be informed and an entry made in the accident book of the Theatre. The Theatre can provide a first aider, if required.

Hazards

Group Leaders are asked to be vigilant as possible and to familiarise themselves with the Theatre, identifying any risks which may be relevant to their group and in particular the risks around handrail barriers and seating. Handrail barriers in the Theatre often have large gaps, big enough for a child to mistakenly climb through. Although the seating may look like steps, it is not safe to walk or climb down the rows of seats and groups must use the stairways provided. There are further risks in the Upper Gallery and Group Leaders may prefer to exclude access to the Upper Gallery for smaller children.

Other visitors

You may not be the only visitors to the Theatre, and we ask that the children and young persons are quietly respectful of the Theatre and other people visiting. Likewise, if you experience any disruption to your visit, please report this immediately to the Events team.

Departing the Theatre

When leaving the Theatre please ensure that you have all personal belongings with you. The Group Leader is responsible for ensuring that the group depart safely and in an orderly fashion.

We do hope that you enjoy your time with us at the Sheldonian Theatre, and if you do have any questions relating to your visit, or safety, please contact the Events team their email address at enquire@sheldon.ox.ac.uk.