RISK ASSESSMENT

Warner Bros. Studio Tour London is a behind-the-scenes walking tour which immerses guests into the exciting world of film-making. The Studio Tour features authentic sets, costumes and props from the Harry Potter film series and showcases the British artistry, technology and talent that go into producing world renowned movies. The Studio Tour will initially focus on the Harry Potter film series, which has made the studios its home for over 10 years, incorporating some of its most iconic sets including the Great Hall, Dumbledore’s office and the Gryffindor common room.

LEGAL REQUIREMENTS AND ATTRACTION INFORMATION:

Public Liability
The Studio Tour is covered by Public Liability Insurance to the amount of £1,000,000.

Local Enforcement Agency
The Studio Tour is enforced by the local Health and Safety Executive and Environmental Health Department at Three Rivers Council.

Studio Tour Staff identification
All Studio Tour staff wear name badges and uniform for easy identification. A policy exists for all Studio Tour staff that have contact with children to have enhanced criminal record checks.

Security
The Studio Tour has a dedicated security team who are able to deal with security issues on site. The team is also trained to deal with emergency incidents that may arise.

Vehicle traffic
There are designated drop-off points for coaches at the Studio Tour. There is no requirement for children to cross any busy public roads. Please contact the Studio Tour if you require further information.

Parking at the Studio Tour
There is designated parking for coaches and cars in the Studio Tour car park. Care should be taken when crossing the car park. Please contact the Studio Tour if you require any further information.

Arrival at the Studio Tour
Please contact the Studio Tour if you require special arrangements for your arrival.

Weather protection
The Studio Tour is mainly indoors and outside areas have some rain cover. There is a cloakroom where you can store coats.

Slips/ Trips/ Falls
The following hazards should be noted:
Trips may be caused by looking at the displays and not at the floor. Wet flooring in the outside area. Uneven paved area in the Great Hall and Diagon Alley. A high viewing platform in K Stage. Climbing on and off equipment in the Green Screen interactive element of the tour.

Food Safety and Hygiene
The Studio Tour Cafe and a Food Outlet in the outside area are operated in accordance with the Food Safety Act 1990.

High level areas
Supervision is required in K Stage, Diagon Alley and in the Green Screen area. There is a high viewing platform in K Stage accessed by a ramp. There is a slope in Diagon Alley with barriers. No climbing is allowed on the barriers in this area. Care should be taken when climbing on and off the equipment in the Green Screen interactive area.

Studio Tour signposting
The Studio Tour is well sign-posted and led by Warner Bros. staff in places. The Studio Tour follows a set path.
Reduced lighting
Care should be taken due to reduced lighting in certain areas.

Enclosed spaces
Some parts of the Studio Tour could make individuals feel confined due to low lighting in certain places.

Specific Studio Tour risk
Uneven flooring in the Great Hall and Diagon Alley. High viewing platform in K Stage. Climbing on and off the equipment in the Green Screen area. Reduced lighting in some areas of the Studio Tour. Extra care may be required for children sensitive to this environment.

First aid
There are medical / first aid facilities located in J Stage.

Emergency planning Fire Safety
The Studio Tour has a contingency plan in the event of an emergency. The emergency plan has been developed in conjunction with the local emergency services and there are regular meetings with the local emergency services.

Wheelchair access
Please contact the Studio Tour team at the Call Centre for specialist support if required. Tel: 08450 840 900

Lost children
Children should approach a member of staff if they are lost. All members of staff will wear badges and uniforms. Lost children should go to the Information Point located in J Stage. Please contact the Studio Tour for further information.

Unruly children
Children are expected to behave well while in the Studio Tour. Staff will instruct children to behave well if necessary. Teachers are expected to supervise their groups and ensure the safety of their students.

Eating facilities
Food and drinks are available in the Studio Cafe and in a Food Outlet in the outside area serving a variety of hot and cold meals/ drinks. Picnic tables are available in an outside area. Food and drink can be consumed only in these designated locations and not inside the Studio Tour.

Welfare facilities
Toilets are located at various locations within the Studio Tour. These are clearly sign-posted.

Additional costs
There is a Cafe, Coffee Shops, Food Outlet, Photographic Opportunities and a Gift Shop at the Studio Tour. Digital guides or Souvenir guidebooks are on sale.

Full terms and conditions and our Privacy Policy are available on our website on www.wbstudiotour.co.uk. Warner Bros, Studios Leavesden Limited incorporated and registered in England with company number 330764 whose registered office is at 98 Theobald's Road, London WC1X 8WB ("we") provides the Warner Bros, Studio Tour London to paying visitors ("you"). Please read these terms and conditions carefully before buying a ticket to the Studio Tour (as defined below) ("Ticket"). By buying a Ticket you agree to be bound by these terms and conditions. Warner Bros, Studio Tour London is a behind-the-scenes walking tour which immerses visitors into the world of film-making, featuring authentic sets, costumes and props from the Harry Potter film series (the "Studio Tour"). The Studio Tour is located 20 miles from Central London at Warner Bros, Studios Leavesden where the Harry Potter movies were filmed.


The purpose of this document is to enable schools / groups to use the information provided for the development of visit risk assessments in order to satisfy the obligations placed by the Health and Safety at Work Act and the Management of Health and Safety at Work Regulations. WARNER BROS, STUDIO TOUR does not accept liability for any omissions to this list. Control measures indicated are recommendations only and must be adapted / amended by group organisers. Please ensure adequate supervisors are appointed for the number in your group.

www.wbstudiotour.co.uk/learning