

# Tranquility Cafe Activity Risk Assessment

## Visit to Derby Theatre on 29<sup>th</sup> December 2025

Completed 3 November 2025

Name of leaders with responsibility: Tony Salt, Pam Graham, Revd Elsie Fraser

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?
Losing people	All, could miss the journey home	Have checklist. Have Café leader at theatre entrance handing out tickets and recording who is present. Congregate outside after performance and allocate transport home.	Ensure all attendees have defined in advance how they will arrive at event and how they will journey home.	Tony to print out list of expected attendees with contact mobile numbers as a check-list.
Safety of vulnerable adults	Medically vulnerable, learning/behavioural difficulties/dementia	Assess whether vulnerable adults require support and require named carer to accompany them throughout trip. Have contact details for carers.  Where appropriate only allow adults to come if accompanied by carer.	Be aware of relevant medical conditions	Tranquility Team prior to event.
Illness during event. Adverse response to event.	Anyone	Require in advance all attendees to declare any preexisting conditions which might increase risk in this context.		One of Tranquility Team or the carer to accompany person to Foyer area until performance finished. Seek medical help (in first instance from theatre staff) if necessary. Not to leave theatre without informing Tony.