ILEAP / ACTIVITY RISK ASSESSMENT

Paddington, The Musical

Sunday Funday • Spring Term 2027 • Savoy Theatre, London

Reference	RA-28	**Assessment date**	14 October 2026
Applies to	The activity named on the live booking	**Review**	When arrangements or risks change; after a relevant incident or near miss
Venue	Savoy Theatre, Savoy Court, Strand, London WC2R 0ET	**Owner**	ILEAP CEO / session leader

Purpose and scope

ILEAP travels by private Johnsons coach from Stratford Park & Ride coach meeting point to Paddington, The Musical at the Savoy Theatre. Booked seats are in the stalls. Planned arrival is approximately 1:00pm for a 2:00pm performance lasting about 2 hours 45 minutes including an interval. London departure is approximately 5:00pm, with collection back at Stratford Park & Ride at approximately 7:55pm. Confirm the Sunday date, outward meeting/departure time, tickets and itinerary with families before the trip. Families provide packed lunch, a light tea or substantial return snack, water and a small essentials bag.

Safe start / session leader

STOP	Pause before significant movement or handover until every member is accounted for.
REGISTER	A named holder checks members by name against the live website register, current individual information and the correct booking.
COUNT	Count members and dedicated 1:1 workers. A second ILEAP team member independently checks names and totals; two check on and off transport.
CONFIRM	Resolve differences before moving; verbally confirm names and totals, named subgroup staff and record significant transition checks.
CHECK	Confirm the day’s route, transport, venue rules, staffing, support, food, toilets, weather if relevant, exits and collection.
ACT	Put extra controls in place; pause or change the plan if safe delivery cannot be confirmed.

Use STOP–REGISTER–COUNT–CONFIRM at park-and-ride arrival, coach boarding and alighting, theatre entry/security, stairs and stalls seating, interval and toilet movements, post-show regrouping, exit, coach pickup and final collection. Count at least hourly while stationary. Record significant transitions. A mismatch triggers an immediate stop and the ILEAP Missing Person Procedure.

Staffing and individual arrangements

• Group cover: at least one ILEAP staff member or approved volunteer per five members. Any agreed 1:1 is additional. Increase support or adapt the visit when the group, journey or venue requires it.

• Individual support: staff check current membership information on the restricted website register. Parents/carers keep health, allergy, communication and collection details up to date. A member’s own external 1:1 provides agreed personal care and medication support; ILEAP staff do not take over that role.

• External workers and volunteers: confirm ILEAP’s enhanced DBS requirement for external 1:1 workers. Any approved ILEAP volunteer has a named mentor for their first six sessions; ILEAP normally uses one volunteer per session. Theatre staff and the driver do not count in ILEAP’s group ratio.

• Attendance: parents/carers drop off and collect according to the booking unless an individual arrangement says otherwise. Staff support choice, dignity and independence within agreed boundaries.

Core activity controls

These standing controls are checked against the actual members, route, venue and conditions on the day. A changed activity or provider requirement must be considered before the group takes part.

Arrival, handover and movement

What could happen: A member is missed or released to the wrong person.

Controls: Use the booked meeting and collection points. Confirm each arrival and departure by name; keep transport and subgroup lists current. Apply the transition checks above and confirm the agreed collection or independent travel arrangement.

Group separation in public

What could happen: A member becomes lost, distressed or exposed to harm.

Controls: Agree boundaries and meeting points, allocate named staff and know who is in each subgroup. Count at each change of area and reconcile groups on reunion. Stop, secure the remaining members and start the missing-person response immediately if anyone is unaccounted for.

Access, slips and personal wellbeing

What could happen: Fall, fatigue, distress or exclusion.

Controls: Check accessible routes and venue conditions, support mobility only as agreed, keep walkways clear and allow breaks. Use the member's preferred communication and a calm, person-centred response. Do not lift or use equipment without an agreed trained plan.

Toileting, health and medication

What could happen: Unmet care, loss of dignity or delayed help.

Controls: Use an adapted toilet where available and apply ILEAP's one in, one out rule at the venue. The member's external 1:1 provides personal care or medication support under their plan and tells the leader when leaving and returning; ILEAP staff do not take over care breaks. Check current emergency instructions and call 999 when needed.

Safeguarding and boundaries

What could happen: Unwanted contact, exploitation or concern not reported.

Controls: Maintain proportionate oversight, listen to members and reinforce consent and respectful behaviour. Follow ILEAP safeguarding procedure; report promptly to Pete (DSL) or Vanessa (Assistant DSL). Keep member-specific details confidential.

Vaping and leaving the group

What could happen: Unsafe sharing or unaccounted absence.

Controls: No vaping indoors. A permitted break uses the venue's designated area and the member's agreed arrangement; the member goes alone and does not share a vape. Staff know when the member leaves and returns. Follow venue rules and keep group cover in place.

Fire or venue emergency

What could happen: Delayed evacuation or failure to account for members.

Controls: Identify exits and assembly point at safe start, follow venue staff directions, take the register if safe and independently confirm each member by name at assembly. Report any missing person immediately.

Coach, roadside handover and London pickup

What could happen: Vehicle injury, missed passenger or unsafe waiting.

Controls: Confirm Johnsons booking, outward times, named passenger list, support seating and the driver's contact. Use seatbelts where fitted, secure luggage and plan rest stops. Two ILEAP team members independently check boarding, names once aboard, alighting and totals once safely clear. Confirm a legal safe drop-off/pickup point near the theatre rather than assuming parking at its door. Allocate staff for any walk or crossing and update families if return times change.

Stalls access and individual suitability

What could happen: Fall on stairs or an inaccessible seat or toilet.

Controls: The Savoy's published route has 75 steps from the foyer to the stalls and no lift; it advises against this route for patrons with limited mobility. Check each member's mobility, fatigue and toilet access before confirming attendance. Accessible toilets and step-free seating are on the Dress Circle level. Agree a suitable alternative seat/route with the theatre if required; do not assume stalls tickets provide step-free access or improvise carrying someone. Plan stair support, evacuation and any subgroup separation before travel.

Tickets, seating and interval

What could happen: Separation, blocked aisle or an unmet support need.

Controls: Check the actual seat plan, tickets and staff positions before entry. The show's rules require guests aged 16 or under to sit beside an accompanying adult; ensure sufficient adjacent adult seats and staffing. Keep aisles clear, manage steps without rushing and agree who supports toilet or foyer breaks while the remaining group stays covered. Verify names before seating, after the interval and after leaving the auditorium.

Sound, lighting and story content

What could happen: Sensory distress, fear or photosensitive response.

Controls: Check current production guidance and individual triggers; the show includes themes of loneliness, homesickness, peril and threats to animals. Request sensory/visual or sound/lighting information if needed. Offer ear protection, breaks and an agreed supported exit with remaining group cover. A booked performance is treated as relaxed only if the theatre confirms it.

Packed food, essentials and purchases

What could happen: Allergy, choking, loss of medication or overspending.

Controls: Check current dietary and eating plans and safe storage for lunch and return tea. Confirm allergens before any theatre purchase and avoid unsafe sharing. Agree card/contactless spending support without recording or exposing PINs. Large bags may stay on the coach only under the operator’s agreed arrangement; essential medication, care information, phone and needed items stay with the responsible person. Use a small bag and store it clear of aisles under venue instructions.

End of show and long day

What could happen: Rushed exit, fatigue or missed coach.

Controls: A 2:00pm show of about 2 hours 45 minutes leaves only a short period before the planned 5:00pm departure. Allow enough time for stairs, toilets and crowds; agree flexibility with Johnsons and do not rush members to preserve the timetable. Regroup and verify names before leaving, then independently check the return coach. Plan water, food, rest and agreed collection, notifying families of delays.

Changes, incidents and review

• For a minor change, put the needed control in place and brief the team. Record it if it may recur or requires a change to this assessment.

• For a significant change, pause or adapt the visit until safe arrangements are clear. Contact Pete or Vanessa if needed and record the decision.

• For an incident, near miss, missing person or safeguarding concern, make people safe, follow the relevant ILEAP procedure immediately and complete the appropriate record.

• Staff and volunteers read this assessment before their first visit and when it changes. Review when arrangements, needs or controls change and after a relevant incident or near miss.

Related arrangements

ILEAP safeguarding, Missing Person Procedure, one in, one out toileting, first aid, incident reporting, volunteer induction and individual plans apply alongside this public assessment. The theatre and coach operator’s current instructions also apply. Personal details remain in the restricted register and plans. Planning information checked 14 October 2026: Savoy access guide; Paddington show and visitor information. Recheck before the visit.

Document control

Version	Date	Change
1.0	14 October 2026	Public assessment for paddington, the musical with activity-specific controls and on-the-day checks.