

RISK ASSESSMENT INFORMATION

FOR GROUPS VISITING THE BFI LONDON IMAX®

Please note that the following information may not cover all the specific hazards and risks in the BFI IMAX London Cinema and we are more than happy to welcome a group leader/teacher to assess the site for themselves in advance.

GENERAL GUIDANCE

Please note that group leaders have a responsibility to maintain control over their group and ensure that they act in a responsible way and do not put themselves or others at risk. We ask that group leaders ensure that all members of their group are aware of the hazards and adhere to the preventative measures outlined in this document.

Staff only areas are kept locked or are clearly signed. Visitors should not attempt to enter these areas.

During a film show, if anyone from your party needs to leave the auditorium they should do so by walking up the stairs to the rear exits.

In Case Of Fire Alarm:

Use all available emergency exits (unless directed otherwise) and make your way out of the building, assembling in the Blue Tunnel (subway to Belvedere Road). Do not use the lifts

Disabled Visitors:

For those in wheelchairs there are refuges situated by the lift lobbies on each level.

OTHER HAZARDS / RISKS

AREA	POTENTIAL RISK	ADVISED PREVENTION/ SOLUTION
Main Entrance	Glazed automatic doors. Risk of colliding with glass. All glazed panels are fitted with markings to ensure they are visible.	Wait until doors are fully open before entering. Do not force doors.
Other Glazed Doors	Marked to improve visibility.	Walk, don't run. Be aware of presence of glazing.
Public Stairs	Risk of slips, trips and falls.	Do not run up or down stairs. Walk, holding onto the handrails when ascending or descending.
Fire Exits	Fire exits and escape routes lead visitors out of the building and hence there is a potential risk of losing members of your group.	These doors are for emergency escape only - please advise your group that these are not for use as general exits.

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AREA	POTENTIAL RISK	ADVISED PREVENTION/ SOLUTION
Costa	Floor can become slippery if wet.	Please advise café staff of any spillages so that they can be cleaned up immediately.
	Serving area. Some surfaces may be warm/hot.	Do not allow members of your group to venture beyond the customer side of serving counter.
Concessions Area (1st Floor)	Pick and mix racks and drinks vending machines are heavy and may topple if pushed/pulled vigorously.	Keep close control of your group, ensuring that they queue in an orderly manner for selections and do not rock the equipment.
	Popcorn dispensing area. Some surfaces may be warm/hot.	Make group aware that surfaces may be warm. Avoid touching.
	Equipment behind the concessions counter may become hot.	Do not allow members of your group to venture beyond the customer side of concessions counter.
Auditorium	May be dark, particularly during film screenings.	Visitors should walk, not run, and be generally observant.
	Stairs are steeply raked. Risk of slips trips and falls.	Walk carefully on stairs, using handrails where available. Do not allow your group to run up or down the steps. Listen carefully to pre-screening briefing by BFI IMAX Team Members. When exiting the auditorium make your way up the stairs to the rear exits unless advised otherwise by a Team Member.
	Strobe lighting effects may be used during the sound and light show prior to a film screening.	Although these have been tested and are not of a frequency likely to cause ill-effects, any member of your party who is particularly susceptible to strobe lighting is advised to wait outside the auditorium until the beginning of the film.
	3D glasses (used during 3D screenings). These are reused. Minimal risk of cross infection.	No action required. Glasses are put through an automatic cleaning machine after each performance

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AREA	POTENTIAL RISK	ADVISED PREVENTION/ SOLUTION
	3D visual effects may cause sensations of disorientation, dizziness or vertigo in some individuals.	Anyone suffering symptoms is advised to remove the glasses and close their eyes for a few seconds. If symptoms persist then the affected party should be taken out of the auditorium via the rear exits. Contact a Team Member for help.
	Noise: The BFI IMAX London Cinema has a 12,000 Watt sound system in the auditorium. Some individuals may find noise levels and surround effects disturbing.	If discomfort is experienced then leave auditorium by rear exits and seek help from a Visitor Services Assistant.
	Group Health and Safety / Fire Evacuation	<p>A member of BFI IMAX staff will be in the screen at all times (2 if over 200 attendees) and they should be the first point of call for any issues. Any instructions they issue, must be complied with.</p> <p>Please note that for bookings of 39 or less – the showing will be opened up to the general public.</p>