

Name and address of venue: Blackpool Circus and Ballroom

Guiding county: Lancashire West

Owner:

Website / contact details for making bookings:

Name & role of person completing check: Katy Fairclough (Residential Advisor)
iamkatykaty@googlemail.com for any queries.

Date of visit: 11.3.26

Is the venue normally used for overnight accommodation? NO

Does the venue have a risk assessment which they make available to groups? YES

Essentials

If the answer to any of the following is no then the venue cannot be approved (unless the issue can be resolved)

	YES	NO	Comment
Is the venue insured including for overnight use?	☒		
Is there a safe supply of drinking water?			When staying, please ask for jugs of fresh water as only available water is from the toilets. (No use of a kitchen)
Is there either mobile phone signal or a landline available?	☒		
Can the venue owner / manager / warden (or similar) be contacted in the event of an emergency during a booking?	☒		Staff members stay onsite for the duration of overnight visit.
Is there safe access to the venue either on foot or by vehicle?	☒		
Can any hazards be effectively mitigated by controls in a risk assessment?	☒		
Do floors / paths have safe surfaces?	☒		

Is the security adequate for the area?			
Are toilet and hand washing facilities adequate?			Public toilets
Is any hot water supply safe?			
Are the drains adequate?			
Is there adequate lighting?			Lighting in the circus/Ballroom at night can be controlled by the leaders. (Circus will provide torches, but advised to take some lamps as soft night lights)
Is there adequate ventilation?			

Additional essentials for buildings:

	YES	NO	Comment
Fire risk assessment			
Are there appropriate fire extinguishers and fire blankets with service dates?*			
Are fire exits labelled and clear of obstructions? (Check the process for unlocking if kept locked when not in use)*			
Is there a suitable fire assembly point? (ideally labelled)*			Fire assembly point is outside PRIMARK opposite the back entrance of TheTower
Are smoke alarms and carbon monoxide alarms fitted?*			
Is there a suitable automatic fire detection system with an alarm which can be heard throughout the building? *			
Is there emergency lighting?*			Unknown

Is it possible to secure the building from inside at night without compromising quick escape in case of emergency? (Find out who else has keys to the venue.)			Circus can only be entered with use of a key fob (staff member) Push door handles inside to exit. Ballroom cannot be independently secured Whole Tower complex is secured at night.
Do any bunk beds meet safety requirements including having an appropriate safety rail and ladder?	N/A		

* The fire risk assessment for the venue should include details of all of these points including what is appropriate to the venue. An email from the venue confirming the following is sufficient:

- they have an appropriate fire risk assessment and that any issues have been addressed
- that the property has an automatic fire detection system and the alarm if raised can be heard throughout the building.
- The alarm is regularly serviced and tested

Further information that you might find useful is as follows:

- Fire extinguishers should have a yearly service
- Fire detection/alarm system should have a 6 monthly service
- Sprinklers should have a yearly service
- Gas suppressant/automatic shut off systems should have a yearly service
- Fire doors should have a formal check every 6 months
- Emergency lighting should have a monthly check

Additional essentials for campsites:

	YES	NO	Comment
Does the campsite have reasonable drainage so not too wet / muddy in bad weather?			N/A
Is the campsite kept clear of farm animals for at least 3 weeks before use with visible droppings removed at the beginning of the 3 week period?			N/A

Other aspects to consider

Information that those using the venue will need to know:

	Notes
Cost (including whether separate payments need to be made for electricity etc)	Differing costs for differing needs
Location of local emergency services (including contact details for local police & fire if venue is not usually used for sleeping so that they need to be notified)	Blackpool Police Blackpool Fire Service Forest Gate
Girlguiding residential adviser local to the venue	YES
Venue owners' booking rules (including maximum numbers, payment schedules, arrangements for arrival & departure etc)	Individual prices on asking
Disability access and facilities	Circus has no accessible access down to the ring, there are sleeping areas available on the entrance floor. Special requests can be made with the circus. Ballroom, small step onto ballroom floor
Whether other users have access to the site & facilities at the same time	Circus is open to the public during performance times, staff require 1 hour after performances to clean. Ballroom open all day to public, there is no private space available here.
Car parking facilities (both for those staying and for pick up /drop off including access for coaches / double-decker buses)	Local car parks (quite expensive) Would advise parking on street a little further away and walking/busing in)
Outside space and facilities available (including any activities & whether these meet guiding requirements including for instructors where applicable)	NONE
Type & adequacy of heating	Radiators in complex

Hazards to be taken into account on unit risk assessment	No wheelchair friendly access from entrance to Circus to circus ring (Staff can take wheelchairs through the back of the building, but would have to apply on booking)
Arrangements for rubbish disposal (including recycling)	Rubbish will be disposed off
Cleaning equipment / materials provided	Provided
Available kitchen facilities & equipment	NONE
Available chairs & tables	Yes, in ballroom. Seating in Circus is fixed in theatre style
Available noticeboards / rules about using blu-tac etc	NONE
How many people is the sleeping space suitable for?	Circus approx 100 Ballroom approx 120
What beds & bedding are provided (if any)	N/A
Whether there are separate facilities for leaders and / or for males	Male and Female toilets. No Separate sleeping spaces
Whether there are blinds / curtains in any rooms to be used for sleeping or changing	NONE
Whether there are night lights provided or sockets to plug in if brought by group	No night lights Circus will provide torches (ask on booking) Advised to take own night lights

Whether electrical equipment brought needs to be PAT tested	Unknown
Availability and safety of plug sockets	Some around the Tower complex
Safety catches / chains on doors and windows both for security & to avoid upstairs windows opening too wide	N/A
What storage space is available (for personal possessions etc)	NONE
Number of toilets, showers & sinks including whether male toilets can be used by females if no males in group	Toilets around the complex. Toilets within circus area and ballroom
Availability of wet weather shelter & drying facilities for campsites	N/A
Whether open fires are allowed and if so are there facilities for this (e.g. campfire circle, altar fires, wood)	N/A

Other information that could be useful for groups:

	Notes
Proximity to roads / public footpaths / neighbours	Roads and public footpaths directly outside complex
Whether there is a clear boundary for the site	N/A
Access by public transport	Very good, bus routes and tram routes available directly opposite the Tower
Nearest petrol station	None in town centre

Local shopping facilities (particularly late-night / 24 hour opening)	Sainsbury's 10 min walk, open 7am till 11pm 4pm on Sundays
Local places of interest (including how to get to them & whether they offer group rates / special activities)	Sealife Centre Beach Illuminations (September till January) Pleasure `Beach Sandcastle Waterworld 3 piers Madam Tussauds
Possible walks from the venue (including any walking qualifications required)	Promenade walk (Flat)

Comments

Please list any issues that would need to be resolved before the venue can be used:

Please list any restrictions on groups the venue would be suitable for:

Please consider the ability for members to walk up and down approx 50 steps (quite steep) to circus ring) no ramp/lift

Any further comments: