

Risk Assessment

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1	Working at Height: Putting cloths up/down, set together over head height.	Crew, Cast, Members of the company and the public.	9	<p>Ladders are inspected every year, Visual look of ladder before use. One person to foot ladder.</p> <p>Four people minium working to hang/take down bars. Two to foot ladders, two to lift bars and clap onto rig.</p> <p>Two people minium working to hang/take down cloths. One to foot ladder, one to hang cloths.</p> <p>Four People minium working to put set together when overhead height. One to foot ladder, one on ladder, two holding the set pieces together.</p> <p>All actors should practices with set and props before the performance to get use to levels, steps, dimension's and flooring. Were possible in the design make sure there are backing walls to height stages or barriers, were this cannot be archived though design. All actors should practices with set and props before the performance to get use to levels, steps, dimensions' and flooring.</p>	6	No
1	Woking at height: Rigging Lights, AV and sound equipment.	Crew, Cast, Members of the company and the public.	9	<p>Ladders are inspected every year, Visual look of ladder before use. One person to foot ladder.</p> <p>All objects in the rig are clamp on to the bars and also have a safety bond attached. The rig has a weight limit that is not over weighted. All cables are taped or gaffered to the floor.</p>	5	no

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2	Confined space's: The wings back stage.	Crew, Cast, Members of the company and the public.	7	All wings should be kept clear to allow access on and off stage. All props and set should be moved back to storage once finished with. All ropes for cloths should be tied back.	3	No
3	Manual Handling Operations: Lifting equipment, set and Props in place and when in use by actors.	Crew, Cast, Members of the company and the public.	12	Following Manual handling procedures i.e. Make sure that you can lift the weight / place your hands in safe places and path is clear of obstructions. Two people to left heavy items. When using set and props during a performance, actors should have had time to practices with objects and be rehearsed.	4	No
4	Display Screen Equipment: TV	Crew, Cast, Members of the company and the public.	12	All display screens need to have two points of hanging from the grid. One of which is a safety bond.	3	No

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5	Use of portable tools and equipment: When set up and take down of stage and scenography.	Crew, Cast, Members of the company and the public.	9	All Safety equipment should be used i.e., gloves, goggles, masks and only persons with knowledge of the tools should use them. No one under that age of 18. Adequate levels of lighting need to be in place. Once finished with tools should be: turned off, placed back in tool box or placed in the store.	3	No
5	Use of portable tools and equipment: Cuts and injuries from blades, moving parts from Electrical and hand tools.	Crew, Cast, Members of the company and the public.	16	All safety guides should be down and check they are ok before use. Keep limbs away from the blades and don't leave them running unattended. All Safety equipment should be used i.e., gloves, goggles, masks and only persons with knowledge of the tools should use them. No one under that age of 18. Adequate levels of lighting need to be in place. Once finished with tools should be: turned off, placed back in tool box or placed in the store.	4	No
5	Use of portable tools and equipment: Damage to eyes from flying wood, foreign objects from Electrical and hand tools.	Crew, Cast, Members of the company and the public.	16	All safety guides should be down and check they are ok before use. Check for any obstruction before use. All Safety equipment should be used i.e., gloves, goggles, masks and only persons with knowledge of the tools should use them. No one under that age of 18.	4	No
5	Use of portable tools and equipment: Loss/Damage to hearing.	Crew, Cast, Members of the company and the public.	9	As an interim measure use of personal protective equipment (ear defender, ear plugs). Only persons with knowledge of the tools should use them. No one under that age of 18.	2	No

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5	Use of portable tools and equipment: Stabbed and impelled	Crew, Cast, Members of the company and the public.	12	All Safety equipment should be used i.e., gloves, goggles, masks and only persons with knowledge of the tools should use them. No one under that age of 18. Adequate levels of lighting need to be in place. Once finished with tools should be: turned off, placed back in tool box or placed in the store. Don't leave equipment unattended.	5	No
6	Electrical equipment/ electricity: Lights/sound equipment and electrical tools, Electrocution	Crew, Cast, Members of the company and the public.	16	All equipment is pat tested and labelled. Inspections of equipment must be given before use and any signs of wear/broken issues need to be reported to James or mike Simpson. Items then should not be used, labelled broken and placed in store to be fixed. All safety guides should be down and make sure wires are kept clear from blades at all times.	2	No
7	Layout, Storage, space and obstructions: Fire exits, Fire equipment and access. Set, Props and costume rails.	Crew, Cast, Members of the company and the public.	12	The layout of all Scenography should be 1 meter away from all fire exits, stairs and access routes. All Layouts should be checked by the stage manager and front of house before the show and during the production build up. The storage of set and props should be clearly marked and lighting backstage. All obstructions that are fix to the building should be clearly marked with white gaffer tape, including steps and overhead objects. All cast and crew should know there nearest fire exit and fire point.	6	No

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7	Layout, Storage, space and obstructions: Store cupboards	Crew, Cast, Members of the company and the public.	10	All heavy items need to be store at ground leave. Clear access route through the room at all times with adequate levels of lighting. All chemicals need to be store and locked as detailed by COSHH and data sheets.	3	No
8	Slips, Trips & falls/ housekeeping On/back Stage	Crew, Cast, Members of the company and the public.	9	Stairs leading to stage must be lit to adequate levels of lighting for a stage environment. Each step should be marked with white line. All access routes must be kept clear as stated in number 12 of this risk assessment. All Set and props should be places as stated in number 12 of this risk assessment. All actors should rehears with set and props, so they can get used to where things are and any different levels ect. All set backstage should be marked with white gaffer tape, including steps and overhead objects. All spills must be clean up as soon as it happens, if plan on stage spills must be controlled, cleaned up and rehearsed.	3	No
8	Slips, Trips & falls/ housekeeping During build ups, paint, chemicals ect	Crew, Cast, Members of the company and the public.	6	All spills must be clean up as soon as it happens. Restricted access to chemical cupboard where stored. COSHH and data sheets for substances.	4	No

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19	Lighting Levels: When set up or take down, backstage area.	Crew, Cast, Members of the company and the public.	15	Adequate lighting levels should be in place for people setting up or taking down set. Any backstage areas used, should also have a level of light to work and walk around in. As in the case of most theatres, blue light is used, so you can see backstage but is dark enough so audiences can see in.	6	No
10	Lone working	Crew, Cast, Members of the company and the public.	15	Any one working alone needs to read all COSHH sheets data sheets and the risk assessment. They need to inform another person they are there, what they are doing, and make sure they have a working phone on them at all times.	6	No
11	Fire Hazards and Flammable Material: Set and Props, which can be set a light from fire, heat source, electrical thoughts. Pyrotechnics	Crew, Cast, Members of the company and the public.	15	All access routes and fire equipment should be clearly marked and kept clear. All set and props made from anything other than plastic and metal should be fire retardant or treated using flame bar or fire check. As stated by the council and authorities. (Plastic and metal can't be treated outside of manufacturing and there for should be used as second option were possible). All pyrotechnics should be kept and stored within the manufacturer guide lines. Only trained persons should set them off, place them and take them away. The use of pyrotechnics should follow all the guidelines set by the manufacturer.	6	No
11	Fire Hazards and Flammable Material: Chemical fire, electrical fire, Wood fire, Paint and other materials	Crew, Cast, Members of the company and the public.	15	Fire extinguishers and fire exits clearly marked. Raise the alarm and evacuate the building.	4	No

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12	<p>Hazardous fumes, chemicals and dust</p> <p>Use of chemical substances hazardous to health.</p> <p>Dust from wood and other materials.</p>	Crew, Cast, Members of the company and the public.	16	COSHH sheets for substances and data sheets. PPE should be worn at all times. Restricted access to locked cupboard where they are stored. All chemical must have lids on when not in use, clearly marked and to be put away once finished with. Well ventilated area, all dust should be cleaned up straight away.	4	No
13	Fall of objects	Crew, Cast, Members of the company and the public.	16	All objects should be stored and fixed as stated in number 1, 4, 6, 12 of this risk assessment.	3	No
14	Access routes blocked, including disabled routes		20	<p>All access routes and fire doors should be kept clear at all times. Central route between row E and F remain clear at all times. All buggies to be stored away for fire routes. Fire exits manned by one front of house staff at all times.</p> <p>Assessment made on a case to case basis of evacuation process for disabled people. Ensuring wheelchair ramp and not placed in front of fire exit doors.</p>	4	no
14	Seating moving blocks walkways, access routes to fire exits and stage	.	12	Seating is checked before house opens, during interval and at the end of the show.	4	no

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16	Heating to high, dehydration Heating to cold	Crew, Cast, Members of the company and the public	12	Ensure temperature in the hall is maintained within an acceptable range, front of house manager responsible and must be consulted before heating is switched off in kitchen. Water is made available at all times, stocked retained beneath tower at back.	4	no
17	Violence and abuse	Crew, Cast, Members of the company and the public	12	Police will be called, people will not be reemitted to the show.	4	no
18	First aid situation	Crew, Cast, Members of the company and the public	12	Appointed first aider, making sure everyone knows who to go to. First aid kit and Defibrillator available.	4	no
19	Other: Set and Props used in the performance / Injures	Staff, Students, Visiting Companies	15	All actors should rehears with set and props before the production and have been ok by members of staff. No glass were possible, No Knives, which haven't been blunted. No weapons. No food to be eaten which needs to be cooked, No Meat. All food in the performance must have been brought on the day and in sell by date.	6	No
19	Other: Sand, Dust, Mud ect / cause the fire alarms to go off, cause asphyxiation and allege attacks.	Staff, Students, Visiting Companies	15	No sand, Dust, Mud ect should be used in the space were possible. If used there should be a full risk assessment on the items and how it is used.	6	No

Section 2 – Further actions required to reduce the risk further

Risk Assessment

		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Catastrophic	5	5	10	15	20	25

Risk	Action
1- 6 Low Risk	No injury, minimal impact on the organisation
8 – 10 Moderate	Implement control measures or further control measures, where possible, to reduce risk rating to as low as is reasonably practicable. Minor injury or illness, requiring minor intervention. Requiring time off work for >3 days
12 – 15 High Risk	Consider stopping activity, or implement control measures or further control measures to reduce risk rating to as low as is reasonably practicable immediately. Moderate injury requiring professional intervention. Requiring time off work for 4-14 days
16 – 25 Very High Risk	Major injury leading to long-term incapacity/disability. Activity should not be commenced until the risks can be lowered through further control measures and if they can't then activity must not take place at all.