

Risk Assessments

The Club shall carry out two Risk Assessments for each and every production at the Theatre.

These shall comprise a 'Performance Risk Assessment' and a 'Front of House Risk Assessment'. The former will address the potential of risks to the performers and backstage crew and the latter, potential risks to the Audience and Front of House Staff. These are based on a simple process that examines the hazards and risks associated with our activities, be they in rehearsal, in the theatre or elsewhere.

The person undertaking the risk assessment shall carry out an assessment of the potential hazards under two headings; namely 'Fire Risk' and Risk to Persons'. Where potential hazards are identified, each shall be assessed separately for 'severity' and 'likelihood' based on the criteria listed below.

RISK ASSESSMENT KEY:

Severity	Likelihood	Risk Rating	Mitigated Risk
<p>What is the potential level of injury to persons and/ or damage to property caused by the hazard?</p> <p>1 - Slight 2 - Minor 3 - Moderate 4 - Major 5 - Severe</p>	<p>How likely is the hazard to happen?</p> <p>1 - Highly unlikely 2 - Not very Likely 3 - Possible 4 - Likely 5 - Very Likely</p>	<p>Severity x Likelihood = Risk Rating</p> <p>Mitigation measures MUST be put in place for hazards with a RR score of 4 or above</p>	<p>What is level of risk after the mitigation measures have been applied?</p> <p>1 - Very Low 2 - Low 3 - Normal 4 - Proceed with caution 5 - Unacceptable</p>

Completed risk assessments shall be retained in the Risk assessment file in the SM area.

A copy of the completed HOH assessment shall be retained in the Box office for the current production.

PERFORMANCE RISK ASSESSMENT 1 of 3

Production:

Performance Dates:

Location:

Assessment Completed By:

Date:

HAZARD CHECKLIST [N.B. If ticked 'Yes', then risk assess the hazards on the following pages]

A) Fire Risks:	Yes
Fire: Is it planned to use any open flame, e.g., smoking, candles, incense etc.?	
Pyrotechnics: Will the production involve the use of any explosive devices (no matter how small)?	
Electrical Hazards: Could the use of any electrical items on stage cause a fire, or burn hazard?	
Smoke Machines: Is it proposed to use a smoke machine during the performance? If so, will the technical crew need to cover any of the smoke detectors during the performance?	
B) Risks to Persons	Yes
Risk of Injury Due to Fall: Are the cast or stage crew planning to work above ground level; e.g., on ladders, tables or chairs, raised set or by lifting persons etc.? This includes during rehearsals, set-up and performance.	
Falling Objects: Will any objects be hung from above? Can any part of the set fall or collapse?	
Slipping or Tripping: Will either props, set, drapes, costume, or other articles, be used in such a manner that they could cause a trip or slip on stage? Will any of the company be acting or behaving in a manner that could cause a trip or slip to themselves, or to other members of the cast or stage crew?	
Spillage: Are any liquids or foodstuffs being used during the performance? Are any liquids near electrical equipment - on or off stage? If liquid is spilled, can it cause a risk of a slip?	
Unstable Surfaces: Does the performance require any member of the cast to stand on any object not specifically designed for that purpose?	
Impact: Is there any stage fighting or complex rapid movement where injury due to impact could occur; this could be in the form of dance, clowning, physical theatre or drama? Could any such impact damage space, the set or persons?	
Weapons: Will the production involve the use of any form of weapon, either during rehearsals, or performance, e.g., swords, knives, guns, clubs – including replica or toy versions? Will any item be used to represent a weapon?	
Unusual Use of Performance Space: Will there be any use of unusual performance space in the Theatre that falls outside our current 'Performance Licence' approvals? Could this pose a risk?	
Impairment: Are any devices being used that could mean a performer is impaired; e.g., blindfolded or handcuffed? Do any of the cast suffer from any personal impairment, e.g., personal disabilities, illnesses or medication?	
Anything Else: This list is not exhaustive! Is there any other activity that the production team is aware of that may pose a significant risk of injury to persons, or damage to space or property? Is there a need to seek any further advice, or permission, before undertaking any activity safely; e.g., 'flying', or 'hanging', a member of the cast during the performance?	

DECLARATION

Following discussions with the Stage Manager, I have identified the above hazards and have attached further pages to risk assess and introduce control measures

Name: Signed: Date:

PERFORMANCE RISK ASSESSMENT 2 of 3

Production:

Performance Dates:

Location:

Assessment Completed By:

Date:

RISK ASSESSMENT KEY:

Severity	Likelihood	Risk Rating	Mitigated Risk
<p>What is the potential level of injury to persons and/ or damage to property caused by the hazard?</p> <p>1 - Slight 2 - Minor 3 - Moderate 4 - Major 5 - Severe</p>	<p>How likely is the hazard to happen?</p> <p>1 - Highly unlikely 2 - Not very Likely 3 - Possible 4 - Likely 5 - Very Likely</p>	<p>Severity x Likelihood = Risk Rating</p> <p>Mitigation measures MUST be put in place for hazards with a RR score of 4 or above</p>	<p>What is level of risk after the mitigation measures have been applied?</p> <p>1 - Very Low 2 - Low 3 - Normal 4 - Proceed with caution 5 - Unacceptable</p>

No	Hazard	Description of Activity and Associated Risks	Severity	Likelihood	Risk Rating	Control Measures / Action Plan to Mitigate Risk	Mitigated Risk
1	Fire						
2	Pyrotechnics						
3	Electrical Hazard						
4	Smoke Machine						

No	Hazard	Description of Activity and Associated Risks	Severity	Likelihood	Risk Rating	Control Measures / Action Plan to Mitigate Risk	Mitigated Risk
5	Falling Objects						
6	Spillage						
7	Impact						
8	Weapons						
9							
10							

In association with Stage Manager, I have completed a thorough Risk Assessment (above) and have omitted no significantly hazardous activities. The East Lane Theatre Club fully understand and accept the risks of this activity and agree to carefully implement the control measures listed above.

Name and Role: Signed: Date:

FRONT OF HOUSE RISK ASSESSMENT 1 of 3

Production:

Performance Dates:

Front of House Risk Assessment

Assessment Completed By:

Date:

HAZARD CHECKLIST [N.B. If ticked 'Yes', then risk assess the hazards on the following pages]

A) Fire Risks:	Yes
Fire: Is it planned to use any open flame in the performance, e.g., smoking, candles, incense etc.; which could increase the fire risk?	
Pyrotechnics: Will the production involve the use of any explosive devices (no matter how small)?	
Smoke Machines: Is it proposed to use a smoke machine during the performance? If so, will the smoke / fire alarm system be de-activated during the performance?	
B) Risks to Persons	Yes
Falling Objects: Is there the possibility of persons sustaining injury from falling objects, e.g., overhead rigging, exploding theatrical lighting, etc.?	
Slipping, Tripping or Falls: Is there anything in the foyer or auditorium that could cause a member of the audience to slip, trip or fall, including the risk of tripping or falling in the main auditorium when the house lights are off?	
Spillage: Are the audience permitted to bring any liquids or foodstuffs into the auditorium? If liquid or food is spilled, can it cause a risk of a slip?	
Impact: Does the production contain any aspects of theatrical performance that could impact adversely on any members of the audience, such as; i). the possibility of exposure to excessive noise levels, e.g., gunshots or explosions; ii). the risk of epilepsy, or fits, being triggered by the use of strobe lighting?	
Unusual Use of Performance Space: Will there be any use of unusual performance space in the Theatre that falls outside our current 'Performance Licence' approvals; e.g., performance 'in the round'; a 'promenade' performance; or the performance area reversed, which will require some of the audience to be seated on the stage? Could this pose a risk?	
Unusual Audience Mix: Is the production likely to lead to an unusual audience mix; e.g., large groups of school children under the control of teachers, groups of children under the control of a limited number of chaperones (birthday parties), or an increased number of disabled patrons?	
Anything Else: This list is not exhaustive! Is there any other activity that the Front of House Team is aware of that may pose a significant risk of injury to persons, or damage to space or property	

DECLARATION

I have identified the above hazards and have attached further pages to risk assess and introduce control measures

Name: Signed: Date:

FRONT OF HOUSE RISK ASSESSMENT 2 of 3

Production:

Performance Dates:

Location:

Assessment Completed By:

Date:

RISK ASSESSMENT KEY:

Severity		Likelihood		Risk Rating			Mitigated Risk		
What is the potential level of injury to persons and/ or damage to property caused by the hazard? 1 - Slight 2 - Minor 3 - Moderate 4 - Major 5 - Severe		How likely is the hazard to happen? 1 - Highly unlikely 2 - Not very Likely 3 - Possible 4 - Likely 5 - Very Likely		Severity x Likelihood = Risk Rating Mitigation measures MUST be put in place for hazards with a RR score of 4 or above			What is level of risk after the mitigation measures have been applied? 1 - Very Low 2 - Low 3 - Normal 4 - Proceed with caution 5 - Unacceptable		
No	Hazard	Description of Activity and Associated Risks			Severity	Likelihood	Risk Rating	Control Measures / Action Plan to Mitigate Risk	Mitigated Risk
1	Fire								
2	Pyrotechnics								
3	Smoke Machine								
4	Falling Objects	Possibility of sustaining injury from falling objects.						The only objects sited above the audience are the lighting rigs and lanterns. The overhead lanterns are clamped securely to the rig and are fitted with safety bands / chains.	

No	Hazard	Description of Activity and Associated Risks	Severity	Likelihood	Risk Rating	Control Measures / Action Plan to Mitigate Risk	Mitigated Risk
5	Slipping tripping or falls	The presence of loose objects that could cause trip hazards.	1	2	2	All access and escape routes are monitored by the duty staff to check for the presence of trip and other hazards. They will also check that emergency exits are clear of any obstacles and that the exterior lights are on.	1
6	Spillage	The audience are not permitted to bring any drinks from the bar into the auditorium; therefore, there is a minimal risk of spillage.	1	1	2	The FoH team are available at all times to remind audience members of the policy.	2
7	Impact						2
8	Unusual Audience Mix		2	2	4	ELTC members are present throughout the performance in the auditorium. They are equipped with torches and are available to assist A FoH Manager is always on duty in the foyer and he/she is also available to assist. Additionally, some of the bar staff are FoH trained and would be able to assist in an emergency.	2

We have completed a thorough Risk Assessment (above) and have omitted no significantly hazardous activities. We fully understand and accept the risks of this activity and agree to carefully implement the control measures listed above.

Name and Role:Signed:Date:

Final Approval

Name and Role:Signed:Date: