

## Safety Risk Assessment Form

This form must be distributed to all persons named in the Owner column, where possible both as a hard copy and electronically


<b>Reference:</b>	<b>Theatre Performances &amp; Activities incl. Backstage Tours and Workshops – for Schools and Educational Groups</b>										
<b>Date:</b>	<b>31/08/2017</b>	<b>Assessor(s):</b>	<b>Aidan Woodburn- General Manager</b>				<b>Department/Area:</b>	<b>Operations</b>			
<b>Activity</b> <i>Describe the activity and the ways in which it could pose a risk</i>	<b>Hazards</b> <i>e.g. personal injury, electric shock, people or objects falling from height, crushing</i>	<b>Persons at risk</b>	<b>Risk before control measures</b>			<b>Controls</b> <i>Describe controls used to reduce risk to a tolerable or preferably acceptable rating</i>	<b>Residual Risk after control measures</b>			<b>Additional controls?</b> <i>e.g. monitor and review, suggestions for future activities</i>	<b>Owner</b> <i>Person responsible for the controls</i>
			Severity	Likelihood	SxL		Severity	Likelihood	SxL		
Fire	Burns, smoke inhalation, death	Staff, public, actors/comp any	5	2	10	Groups of up to 25 to be supervised by Tour Guide / Leader. Larger groups to have additional assistant or Usher to ensure group stays together. Numbers to be recorded at start and end of session.  All fire precaution/ prevention measures meet legislation standards, further assessed and control measures listed in Building Fire Risk Assessment.  Regular testing of alarms and prevention equipment.  Staff training to deal with vulnerable groups/persons during fire evacuation.  First aid kits easily accessible to prevent further injury from minor burns. First Aid Trained staff always on site during activities.	5	1	5		Ops team  PM  Stage Management

Trips and falls (on stage)	Bruises, sprains, bumps, breaks	Staff, public, actors/comp any	3	3	9	<p>Visual check of all areas prior to starting tour by Tour Guide/Session Leader</p> <p>White stripes on raised edges and marking safe walkways.</p> <p>Protruding equipment masked with soft corners and white marks.</p> <p>Stage to be kept clear and swept where possible before a tour/workshop</p> <p>Formal First Aid procedure in place.</p>	2	2	4	<p>Stage Management</p> <p>Tour Guide / Session Leader</p>
Trips and falls (in auditorium and rehearsal rooms)	Bruises, sprains, bumps, breaks	Staff, public	3	3	9	<p>Visual check of all areas prior to starting tour by Tour Guide/Session Leader</p> <p>Groups of up to 25 to be supervised by Tour Guide / Leader. Larger groups to have additional assistant or Usher to ensure group stays together. Numbers to be recorded at start and end of session.</p> <p>Phone in Clore to connect to Stagedoor for First Aid / requirements of further assistance.</p> <p>Tour Guides carry Radio for alerting requirement of First Aider or further assistance.</p> <p>Protruding equipment masked with soft corners and stripes.</p> <p>White stripes on raised edges</p>	2	2	4	<p>Ops team</p> <p>Tour guide</p>

						<p>Tour guide to make public aware of any potential hazards</p> <p>Formal First Aid procedure in place.</p> <p>Regular housekeeping of areas to remove spillages and other risk such as remnants of broken glass etc.</p> <p>All walkways and stairs have a barrier at the bottom to stop falls occurring from height</p>				
Access to unauthorised areas	Getting lost Further chance of slips, trips, crushing, burns	Public, audiences	4	3	12	<p>All backstage governed by access or coded doors.</p> <p>Staff Knowledge to question unknowns backstage.</p> <p>CCTV in operation.</p>	4	1	4	All staff
Use of electrical equipment	Electrocution, burns	Actors, tech crew, workshop participants	3	2	6	<p>All equipment tested to correct legal standards.</p> <p>Usage controlled by dedicated and trained person.</p>	3	1	3	<p>Chief electrician</p> <p>Workshop leaders</p>
Falling equipment	Head injuries, breaks, bruises, cuts	Staff, actors/company, public	4	3	12	<p>All technical crew trained in correct use of equipment.</p> <p>Out of Bounds areas to be clearly marked and communicated in advance of public activity.</p>	4	2	8	<p>PM</p> <p>Person working</p>
Power cut- movement in darkness	Bumps, bruises, brakes	Audience, staff, actors	2	3	6	<p>All staff trained in movement in dark areas.</p> <p>All audience members assisted to position if required.</p> <p>Emergency Lighting throughout building checked and maintained regularly</p>	2	2	4	<p>Ops team</p> <p>FOH team</p>

Risk Scoring Key	Severity	Likelihood		
	Fatality	5	Certain or imminent	5
Major injury, disabling illness, major damage	4	Very likely	4	
Lost time injury, illness, damage	3	May happen	3	
Minor injury, minor damage	2	Unlikely	2	
Delay only	1	Very unlikely	1	

Risk Rating Categories	10 to 25	Unacceptable	Do not proceed; seek immediate guidance from the safety team
	6 to 9	Tolerable	Proceed with caution but seek to reduce risk further if possible
	1 to 5	Acceptable	Proceed

Order of Control Measures	Most effective	Eliminate	Ask yourself if the activity needs to be carried out
		Substitute	Ask yourself if the same effect can be achieved with something less risky
Reduce		Ask yourself if you can use less of something, or limit the time etc	
Isolate		Make sure that the risk is contained to the smallest possible area	
Enclose		Make sure that no-one can get to the hazard	
Other Engineering Controls		Emergency stop buttons, automated controls etc	
Safe System of Work		Carry out the work according to a specific step by step programme with training	
Training/Communication		Safety team can advise	
PPE		Use of ear defenders, hard hat, toetectors etc	
Least effective		Discipline and Enforcement	Telling people to be careful

These are generic risk assessments. They are not intended to be stand-alone document and should be read in conjunction with the BOV Health & Safety policy and each venue's operating procedures. Please note that all environments are changeable and dynamic. All personnel have a responsibility to report any hazards that become apparent to the health & safety officer as soon as possible.