

ST JAMES'S PLAYERS RISK ASSESSMENT – Set Building & Take Down/Rehearsals/Performances

DATE OF RISK ASSESSMENT:-							
Activity/Show Element	Hazards	Persons in danger	Generic Control Measures (all productions)	Risk Rating:- Minor Medium Severe	Are these controls sufficient? Y/N	Person(s) responsible	Additional controls required for this production?
Working at Height Lone Working	Falls from height when - Changing/adjusting stage lighting - Erecting stage scenery/props - Height difference in stage levels e.g. rostra to stage floor Objects falling from height - Persons - Lighting - Scenery - Props - Equipment e.g. tools	Cast, crew, volunteers, Group members	- Working at height to be carried out using step ladders. These are to be situated on a level surface and to be securely held by at least 1 assistant when working at height. - All equipment erected and checked by qualified/competent person. - When working at height the risk of falling objects to be minimised by ensuring that only those tools and equipment absolutely necessary to complete the task are taken up the ladder. - Avoid overstretching - Mark stage/rostra edge and differing levels with hazard tape. - Working alone is not recommended but where it is deemed necessary regular contact should be made with another person – suggested time every 30 mins	Severe	Y	Chairperson, Show Director, Stage Manager	N/A

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Scenery Erection/Props making & usage	- Moving and handling of large flats - Unsafe, unsecure or heavy props	Cast, crew, volunteers, Group members	- Flats, furniture, props stored in external buildings require careful and managed transfer to the stage area. - All scenery will be stored in the wings and erected by a competent crew. - All scenery will be secured using appropriate means e.g. weights, braces, screws, hinges, rope or cable ties - All props must be manageable by all persons concerned and capable of being stored safely when not in use and not cause obstructions - When moving and handling large pieces of scenery, props etc group handling and lifting techniques must be used.	Severe	Y	Chairperson, Show Director, Stage Manager	N/A

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Use on/off stage of Smoke Machines, Ultra Violet Lighting, Strobe Lighting, Pyrotechnics, Guns, Naked Flame, Smoking	Risk of:- • Slip hazard due to water spillage • Injury moving heavy equipment • Electric Shock • Slips, trips & falls e.g. dark stage, obstacles • Ear/Eye Damage • Burns • Respiratory problems • Neurological issues e.g. epileptic fits, migraine • Fire	Cast, crew, volunteers, Group members, Audience	• Smoke detectors checked and in working order but temporarily covered when smoke machine used • Safety instructions will be in place and briefed to all persons involved, prior to use. • No flames larger than a match, candle or lighter permitted • Fire extinguishers positioned on stage, in auditorium, kitchen and building entrance • All persons involved to be aware of location of extinguishers and how to use. • All scenery and combustible materials will be flame checked using the appropriate fluid - this to be done before every production - and re- applied if the production is running for more than a week • No pyrotechnic effects will be used in performance without prior technical rehearsal • No effect will be detonated unless the operator has clear sight of the effect • First Aid kits are located on stage, in the hall and kitchen	Severe	Y	Chairperson, Show Director, Stage Manager	N/A

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Use on/off stage of Smoke Machines, Ultra Violet Lighting, Strobe Lighting, Pyrotechnics, Guns, Naked Flame, Smoking (cont)	As above	As above	- Sound operators - will liaise with technicians using the pyrotechnic so that no explosions are detonated with the sound channels open. - All use of smoke machines to be carried out in accordance with ABTT CoP "Pyrotechnics & smoke effects" - Spillages of water must be mopped up immediately - The area around the nozzle of the machine, which will inevitably become hot, should be marked with white tape. - Machines should be allowed to cool before moving. - Induction of cast and crew with safe methods of use and prohibitions explained. - Placement of machine will be marked with white tape and all cast and crew made aware of location.	Severe	Y	Chairperson, Show Director, Stage Manager	N/A
Food and drink	On stage – slips, trip & falls, scalding, choking, smell, allergies Off stage (kitchen or dressing rooms) - slips, trip & falls, scalding, choking, smell, allergies	Cast, crew, volunteers, Group members, Audience	- No food or drink allowed on stage or backstage at any time unless part of a production. Any food and drink to be confined to the kitchen, main hall or dressing rooms. - No alcohol to be consumed on the premises by cast, crew or volunteers involved in the production unless after an event	Medium	Y	Chairperson, Show Director, Stage Manager	N/A

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Food and drink (cont)	As above	As above	- Care when using hot water boiler or kettle - Be respectful of others in choice of food and drink - Avoid overcrowding in kitchen and dressing rooms - Cast must be questioned about any allergies prior to any food or drink provided on stage	Medium	Y	Chairperson, Show Director, Stage Manager	N/A
Theatrical Costumes	Slips, trips & falls	Cast, crew, volunteers, Group members	- Ensure costume/clothing fits correctly - Ensure suitable footwear – if any cast member is required to use the stage barefoot it must be swept before every rehearsal/performance - Costumes must not be left on the floor backstage or in the wings - Male & Female Cast must have separate, secluded changing areas - If children under the school leaving age of 16 are involved they will require a council licence, separate changing area and a chaperone	Medium	Y	Chairperson, Show Director, Stage Manager	N/A

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Theatrical makeup	Possible skin reaction	Cast	- Anyone applying make-up to a cast member must check suitability - Use alternative products if any known reactions	Minor	Y	Chairperson, Show Director, Stage Manager	N/A
Front of House, Bar & Kitchen	- Possible confrontation with audience members - Ticketing disputes - Queueing/Overcrowding - Poor toilet facilities - Wheelchair access - Sale of alcohol to minors - Slips, trips, falls, scalds, cuts	Group members, volunteers, audience members	- Adopt an appropriate attitude to resolve and defuse any potential disputes or problems - Be polite and helpful to all audience members - Ideally 2 people to check tickets, take payments so those with tickets can be scanned and allowed in if any other disputes should need sorting - Hall and dressing room toilets should be checked before each show - Keep entrances & exits, aisles clear for wheelchair users - FoH volunteers to sell alcohol responsibly e.g. 18 years and over with age check if necessary, hot drinks in suitable cups - Kitchen & Bar staff to be aware of potential hazards e.g. hot water, glass, knives, corkscrews, liquid spillage etc	Medium	Y	Chairperson, Show Director, Stage Manager	N/A

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Setting out auditorium	- Setting out seats - Loose seats - Slips, trips & falls - Manual lifting	Group members, volunteers, audience members	- Anyone setting out seats should only carry maximum 2 seats at a time - Beware of trapped fingers, strains etc - Seats must be linked together using their own mechanism - Seats should be set out in rows of 12 but with a centre aisle i.e. 6 seats per side - There should also be an aisle on both left and right hand sides of the auditorium - The floor must be free from rubbish, spillages etc	Medium	Y	Chairperson, Show Director, Stage Manager	N/A
General well-being, notices, announcements and emergency procedures	- Stress, fatigue - Slips, trips & falls - Audience entry before the advised time - Audience not seated at start of performance - Warning of loud noises, strobe lighting etc - Medical emergencies - Emergency evacuation	Group members, volunteers, audience members	- Be aware of differing levels of stress, fatigue, personal issues and react sympathetically - Keep floors, stage, stairwells etc free from rubbish and obstructions - Audience members must not enter the auditorium before the stated time for H&S reasons - a notice should on display in the lobby - An announcement should be made 3 minutes before curtain-up to ask the audience to take their seats and should include mention of fire drills/fire exits	Medium	Y	Chairperson, Show Director, Stage Manager	N/A

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General well-being, notices, announcements and emergency procedures (cont)	As above	As above	- Notices should be displayed in the lobby area advising of any loud noises, gunshots, strobe lighting etc which may be part of the performance - If any medical issues arise which cannot be dealt with by persons on-site then 999 should be called. If necessary the show should be stopped for a person to be treated appropriately. - In the case of a person stopping breathing a defibrillator is located outside the main door to the hall - In the event of an emergency evacuation being necessary then all group members present should direct people to the fire exits and away from the building - Anyone in the dressing room area should exit through the lower hall door. If necessary there is an emergency door key on the wall by the exit. - No unauthorised persons to be allowed on stage or in the dressing rooms before, during or after a show.	Medium	Y	Chairperson, Show Director, Stage Manager	N/A
Date for review of assessment:							
Assessor's signature:				Assessment approved by:			

