**As part of the theatre H&S Policy it has been decided that before any performance, the director of the show submits a risk assessment**

**Could you therefore please complete the enclosed forms and return them to the theatres H&S Officer.**

**This can be done by the following methods.**

1. **Emailing it to the following email address** **rod\_of\_the\_south@hotmail.co.uk****.**
2. **Placing in the H&S pigeonhole at the theatre.**
3. **Returning it to the theatre addressed:**

**FAO the H&S Officer.**

 **Ilminster Warehouse Theatre,**

**Brewery Lane,**

**Ilminster,**

**Somerset**

**TA19 9AD.**

**Your assistance in this is much appreciated.**

**Performance Specific Risk Assessment**

|  |  |  |
| --- | --- | --- |
| **Type of Event**  | **Event Name**  | **Date/Time of Event** |
| **Contact Name**  | **Email**  | **Phone**  |

**Before proceeding with any of the activities listed below a full risk assessment must be carried out and approved by the Health and Safety Officer**

**Hazard Checklist: Tick for “yes” and risk assess the hazards on the following pages.**

* **RISK OF INJURY DUE TO FALL:** Are you planning to work above ground level; on ladders, tables or chairs, raised set or by lifting persons etc? This includes during your rehearsals, set-up and performance.
* **FALLING OBJECTS:** Are you planning to hang any objects from above? How is your set constructed, can anything fall or collapse?
* **SLIPPING OR TRIPPING:** Will you be using either props, set, drapes, costume or other articles that could cause a trip or slip on stage? Will you be acting or behaving in a manner that could cause a trip or slip to yourself or other members of your company?
* **SPILLAGE:** Are you using any liquids or foodstuffs? Are any liquids near electrical equipment on or off stage? If liquid is spilled, can it cause a risk of a slip?
* **FIRE:** Are you planning to use any open flame? Including but not limited to: smoking, candles, incense etc?
* **ELECTRICAL HAZARDS:** Are you bringing in any electrical equipment from outside of the theatre? If so, you must contact the theatre technicians well in advance to have the Item inspected for safety. \*\*Items that do not pass an inspection by the H&S officer cannot be used anywhere in the theatre If you are using electrical items on stage could they cause a fire or burn hazard.

 Items from the theatre should have been Portable Appliance Tested (PAT) as part of the safety procedures.

 Outside organisations using their own equipment are expected to have their equipment Portable Appliance Tested themselves

 Before bringing them into the Theatre.

* **UNUSUAL USE OF OBJECTS OR EQUIPMENT:** Are you planning to use any objects or performance space in an unusual manner, could this pose a risk?
* **PYROTECHNICS:** Are you planning to use any explosive devises (no matter how small)?
* **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 impact damage space or set as well as persons?
* **WEAPONS:** Are you planning to use any form of weapon in your rehearsals or performance, e.g., swords, knifes, guns, clubs – including replica or toy versions? Do you plan to use any item to represent a weapon?
* **IMPAIRMENT:** **Use of alcohol or drugs before or during performances or rehearsals is not permitted**. Are you using any other devices that mean a performer could be impaired, e.g., blindfolded or handcuffed? Are you aware of any personal impairment, e.g., personal disabilities, illnesses or medication?
* **UNSTABLE SURFACES:** Are you planning to stand on any object not specifically designed for that purpose? Are you using any objects in a manner that could cause them to be unstable?
* **CHILDREN**: Are children involved in the production. Please see the child protection policy and chaperone requirements. Please involve the Theatre CPO before rehearsals begin.
* **ANYTHING ELSE:** **This list is not exhaustive.**  Are you planning any other activity that may pose a significant risk of injury to person or damage to space or property? Do you require any further advice or permissions before undertaking any activity safely? If in any doubt consult the Trustees before commencing rehearsals.

**Declaration**

* **We have identified the above hazards and have attached further pages to risk assess and introduce control measures.**
* **None of the above applies to our project/ production. There is no significant hazard or risk.**

**Signed ……………………………………. (for the Warehouse Theatre)**

**Signed …………………………………... ... (for the production)**

**Date: ………………………………………….**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Area at Risk**  | **Hazard**  | **People at Risk** | **Actions in Place** | **Person Responsible** | **Additional action required.** |
| Stage,Backstage,Front of House,Entire building. | Production includes use of naked flames or chemicals. Production includes extensive use of special effects. Production includes extensive use of edged weapons or firearms. | Audience, Cast and Crew | Fire equipment on standby Appropriately trained backstage crew. Appropriately trained cast Use of approved suppliers for effects, chemicals or weapons Appropriate staging to include distance from audience members and/ or shielding of audience.Chemicals, weapons, or special effects securely and appropriately stored with access limited to essential handlers. | Production Stage Manager  | Plan to be revised if there are any changes/increase in usage. |
|  | Production includes onstage equipment such as Amps, onstage lighting or smoke machines Production includes sparse use of stage weapons. Production includes sparse use of special effects. | Audience Cast and Crew  | Fire equipment on standby Appropriately trained backstage crew. Appropriately trained cast Use of approved suppliers for effects, chemicals or weapons Appropriate staging to include distance from audience members and/ or shielding of audience. All electrical equipment and wiring checked before each performance for faults. | Production Stage Manager/Fire Officer  | Plan to be revised if use of weapons or effects increases. |
|  | Production requires heavy lifting or use of onstage stairs / climbing Production has large cast with risk of overcrowding backstage. | Cast/crew.  | Heavy lifting done by appropriately briefed crew only and safe lifting techniques advised. Access to onstage stairs or ladders appropriately lit at all times. Cast and crew given time to practice climbing / lifting appropriate items. Cast and Crew briefed to avoid over-crowding. Backstage area to be cleared of any items not required for the production.  | Production Stage Manager  | Continual vigilance and monitoring |
|  | Production providing own technical crew and or equipment and operating at height. | Crew  | Production crew briefed and overseen by Theatre Technical Manager throughout production Ladders and scaffolding used with a minimum of two crew present at all times. | Theatre Technical Manager  | Continual vigilance and monitoring.  |
|  | Audiences are mobile around the theatre and participate onstage. Technical equipment is placed in the audience area or front of house.Performance makes use of Auditorium/Front of House spaces. | Audience/Cast  | Audience routes around theatre assessed for trip hazards. Audience participation is planned and does not involve chemicals, weapons or naked flames. Technical equipment amongst audience is checked before each performance for faults and is appropriately secured.Front of House Manager is informed that cast will be making entrances from the auditorium.  | Theatre Technical ManagerProduction Stage Manager Front of House Manager  | Continual Vigilance and monitoring  |
|  | Production includes use of smoke or dry ice. Production includes use of lasers or lights shining into audience Production include excessive noise or loud effects. Production includes use of strobe lighting. | Audience/Cast/Crew | Appropriate warning notices displayed to warn audience members who may have a sensitivity to these elements.Cast and crew to inform production manager if they have any sensitivity to any of these elements.  | Technical ManagerFront of House Manager Publicity Manager  | Plan to be revised if the use of the elements increases.  |
|  | Presence of children or others with limited understanding or ability to safeguard their own person. | . Cast/Crew/Audience  | Children in a cast must be accompanied by a Chaperone who is licensed and aware of their responsibilities. Separate changing facilities provided for junior cast members.Vulnerable persons in the audience should always be accompanied by an appropriate adult.Age appropriateness of the production must be made clear on all advertising.  | CPO OfficerChaperonesProduction Manager Publicity Manager  | Cast and crew to read Child Protection Policies CPO to be involved before the audition process begins. CPO to be informed if any of the junior cast changes.  |
|  | Presence of physically impaired cast, crew | Cast/Crew  | Ensure everyone has access to an emergency exit route.Ensure Cast or crew members have access to appropriate support. | Production Manager  | All cast and crew to read diversity and equality policies.  |
|  |  | Cast/Crew/Audience  | All lighting equipment appropriate maintained and checked for faults. | Technical Manager  | Continual vigilance and monitoring  |
|  | ANY OTHER RISKS  |  |  |   |  |