

PERFORMANCE RISK ASSESSMENT

Rain or Shine Theatre	Twelfth Night	June-August 2017	Page 1
Rob Keeves	rob@rainorshine.co.uk	Phone 01452 521575	Location(s) - various

Before proceeding with any of the activities listed below a full risk assessment must be carried out and approved by the Theatre Technicians.*

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, e.g., smoking, candles, incense etc?
- ✓ **ELECTRICAL HAZARDS:** Are you bringing in any electrical equipment? If so, you must contact the theatre technicians well in advance to have the Item PAT tested. **Items that do not pass a Portable Appliance Test cannot be used anywhere on set. If you are using electrical items on stage could they cause a fire or burn hazard?
- UNSTABLE SURFACES:** Are you planning to stand on any object not specifically designed for that purpose? Are you using any objects or set that are not professionally built or of questionable integrity or using them in a manner that could cause them to be unstable?
- ✓ **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, knives, guns, clubs – including replica or toy versions? Do you plan to use any item to represent a weapon?
- 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)?
- 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?
- 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.

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. We have currently identified no significant hazards or risks.**

Name: Rob Keeves – Company Manager

Signed:

Date: 25/3/17

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Type of Event Stage show	Event Name Twelfth Night	Date/Time of Event June – August 2017	Page 2
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RISK ASSESSMENT KEY

Affected	Severity	Likelihood	Severity X Likelihood =
To whom may the hazard occur or effect? Please specify if a particular person or group will be individually affected. Or Ev – Everyone Comp – Theatre Company/ Cast only Aud – Audience or Public Only Tech – Technicians and Crew	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	Risk Rating

No'	HAZARD	DESCRIPTION OF ACTIVITY	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	APPROVAL
								(SIGN AND DATE) ✓ <input type="checkbox"/> APPROVED * NOT APPROVED * ? SEEK EXPERT ADVICE – RESUBMIT
1	Injury due to fall	Using ladder to focus lights	Ev	3	3	9	2 nd cast member to steady ladder while other person is up it. First aid kit and mobile phone to ring emergency services. Venue responsible for emergency action plan. Cast to be familiar with this at each venue.	✓
2	Falling objects	Lighting stands could topple onto audience or cast.	Ev	4	3	12	Lighting stand to be lashed to soil screws, or heavy weights where soil penetration is not possible to minimise risk of toppling. Safety wires to be used to secure lights to stand. Cables to be secured so pulling cables cannot pull over stand.	✓

No'	HAZARD	DESCRIPTION OF ACTIVITY	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	APPROVAL (SIGN AND DATE) ✓ <input type="checkbox"/> APPROVED * NOT APPROVED * ? SEEK EXPERT ADVICE – RESUBMIT
3	Risk of burning.	Hot stage lights	Co	2	4	8	Allow lights to cool after performance before handling. Use long gloves to protect hands and wrists when adjusting lights.	✓
4	Risk of fire.	Hot stage lights Material on stage	Ev	5	2	10	Ensure hot lights are not located near any combustible material. Venue responsible for emergency action plan. Cast to be familiar with this at each venue. Flammable material on stage is spray-fire proofed. Dry powder fire extinguisher available backstage. Mobile phone to call emergency services if necessary Company to be made aware of venue EAP.	✓
5	Electrical Hazards – risk of electrocution	Actors setting up and dismantling stage lighting and sound equipment.	Co	5	3	15	Electrical equipment new or PAT tested. All connectors to IP55 insulation Equipment & cabling inspected for damage prior to each performance. Use of 30mA RCCD adapters to protect electrical supply sockets. Sound equipment to be kept under cover.	✓
6	Trip hazard	Sound and lighting cables backstage and auditorium	Ev	3	5	15	Cables to be routed to minimise trip hazard. Use of High Visibility cables on grass Use of rubber cable covers on audience entrances and exits. Use of battery torches in case of power failure.	✓
7	Slipping in wet conditions	Slipping or falling off stage during set up or performance	Co	3	2	6	Practised procedure for setting and dismantling stage Rehearsed moved during performance, exercising caution in wet weather Anti-slip paint applied to stage surface Cover stage in wet weather with tarpaulin Mop stage before performance and during interval if wet	✓

No'	HAZARD	DESCRIPTION OF ACTIVITY	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	APPROVAL (SIGN AND DATE) ✓ <input type="checkbox"/> APPROVED * NOT APPROVED * ? SEEK EXPERT ADVICE – RESUBMIT
7	Manual handling injuries	Moving large or heavy objects during get-ins and get-outs	Co	3	3	9	Cast advised on manual handling techniques. Use of wheeled trolleys where possible. Head torches supplied to assist nighttime visibility.	✓
8	Lightning strike	Lightning hitting audience or cast during performance.	Ev	5	1	5	Suspend performance in an electrical storm, and advise audience to seek shelter in vehicles.	✓
9	Medical emergency	Injury / illness	Ev	3	2	6	First aider provided by venue. First aid EAP in venue's risk assessment Company first aid kit available in van	✓
10	Insect stings	Insect sting to cast	Co	1	1	1	Insect repellent available to cast Company first aid kit with anti-histamine cream available.	✓
11	Sunburn	Sunburn to cast	Co	1	2	2	Sun protection advice given to cast. Sun screening cream available to cast.	✓
12	Fight Performance as part of show	Risk of injury to actors during performance	Co	1	1	1	Fights have been choreographed by a trained fight director to fit the actors' fitness and ability levels, additional training has been given where appropriate. Fights have also been heavily rehearsed and checked by the fight director during the continued rehearsal process. The fight captain will also oversee continued rehearsal during the tour and the warming up of actors involved in the fights performed.	✓
13	Fight Performance as part of show	Risk of injury to audience member or venue staff	Aud	1	1	1	Fights have been choreographed by a trained fight director to fit and take place within a set performance area.	✓

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: Rob Keeves – Company Manager **Signed:** _____ **Date:** 25/3/17