



**QUEEN MOTHER THEATRE**

# **HEALTH & SAFETY MANUAL**

Address of Premises:

Queen Mother Theatre,  
Walsworth Road,  
Hitchin,  
Hertfordshire,  
SG4 9SP

Manual to be kept in this location:

Box Office

# HEALTH & SAFETY MANUAL

## PART 1: PRE-AMBLE

The Bancroft Players Amateur Dramatic Society (hereinafter referred to as the Society) undertakes to safeguard, as far as is reasonably practicable, the health, safety and welfare of its members and of others who may be affected by its activities. In particular, this includes the maintenance of its premises, ensuring the safety of all equipment provided by the Society, and providing all reasonable precautions and safeguards against accidents.

The Society's Health and Safety Manual is divided into two sections. Part 1 sets out the Society's Health and Safety Policy and the means for its implementation, and Part 2 provides guidance on how the Society's principal activities can be carried out safely.

The names and contact details of department heads and others with responsibility for specific activities, and risk assessments for those departments and activities, are included as Appendices.

## PART 1: HEALTH AND SAFETY POLICY

### Introduction

As an employer of part-time, occasional and freelance staff, and as an organisation that allows people not employed by it to work in its premises, the Society is subject to the *Health & Safety at Work Act* (1974). This aims to promote high standards of health and safety at work by ensuring safety awareness and the establishment of an effective safety organisation within all areas of employment, according to the particular dangers, risks and requirements associated with that employment.

Irrespective of this, the Society has a duty of care to its members and patrons to ensure their health, safety and welfare whilst on its premises and engaged in its activities.

The responsibility of the Society's Executive Committee and of its members in maintaining standards of health and safety are set out below.

This policy will be reviewed annually, in the light of changes to relevant health and safety legislation, and as the Society's activities develop or change.

### Policy Statement

- 1 The Society's Health and Safety Policy is, so far as is reasonably practicable:
  - (a) to maintain for its members, its staff and its patrons, an environment which is safe and without risks to health, and adequate as regards facilities and arrangements for their welfare whilst engaged in the Society's activities;
  - (b) to maintain any premises under the company's control in a condition that is safe and without risk to health;
  - (c) to provide and maintain plant and systems of work that are safe and without risk to health;
  - (d) to make arrangements for ensuring safety and absence of risks to health in relation to the use, handling, storage and transport of articles and substances;
  - (e) to provide any information, training and supervision that is considered necessary to ensure

the health and safety of all members and staff.

- 2 To achieve these objectives, co-operation between all members and staff is essential. Whilst engaged in the Society's activities, they will be expected to act with reasonable care for themselves, other members or staff and the general public.
- 3 A copy of this policy statement and any subsequent revisions or additions will be posted on the Society's website and all members and staff will be notified of its location.
- 4 The officer of the Society responsible for the health and safety function is the Theatre Manager.
- 5 Details of this policy and the arrangements for carrying it out will be made available to all the Society's members and staff. All members and staff directly involved in the Society's activities will be required to acknowledge in writing that they have read the policy and understood its contents.

### Health & Safety Responsibilities

- 1 The Theatre Manager:
  - (a) is responsible to the Society's Executive Committee, and under the Health & Safety at Work Act, for ensuring that the Society's Health and Safety Policy is implemented;
  - (b) must be aware of the broad requirements of current safety legislation;
  - (c) will ensure that responsibility for safety is properly assigned and accepted at all levels;
  - (d) will ensure that Department Heads are available for, and involved in, safety inspections as required.
- 2 The Secretary of the Society:
  - (a) must know the broad requirements of current safety legislation;
  - (b) must ensure that all registers, records and reports are in order, and that accident reports are completed and returned.
- 3 Department Heads & Show Directors/Stage Managers:
  - (a) must be fully conversant with the Society's Health & Safety Policy.
  - (b) are responsible for health and safety for the activities that they manage, and for ensuring that Risk Assessment forms are completed for their departments or their shows, and reviewed as necessary (at least annually in the case of departments);
  - (c) must ensure that all persons under their supervision are informed and fully aware of any hazards they may encounter in the course of their activities;
  - (d) must ensure that all persons under their supervision know what to do in the event of fire, and are aware of the location and correct use of fire equipment and extinguishers;
  - (e) must inform all persons under their supervision of the whereabouts of first-aid facilities and the qualified first-aider;
  - (f) must investigate accidents promptly to discover their cause and prevent a recurrence, and must ensure that serious accidents are reported promptly to the Theatre Manager;
  - (g) must ensure that adequate supervision is available at all times, especially where new or inexperienced members are concerned;

- (h) shall ensure, where reasonably practicable, that all safety rules are observed, that protective equipment is used and worn where appropriate, and that all safety devices are always fitted, properly adjusted and fully maintained;
- (i) shall ensure that all equipment and machinery under their supervision is properly maintained and safe to use by arranging for regular inspection;
- (j) shall ensure that all defects are promptly reported and rectified;
- (k) shall liaise with the Theatre Manager and/or other relevant staff on all matters relating to health and safety;
- (l) shall delegate responsibility, as necessary, to appropriate members of their teams.

4 All individual members or staff involved in the activities of the Society are responsible for ensuring:

- (a) their own actions do not endanger themselves, fellow members or staff or the general public;
- (b) their working environment is safe for themselves, their fellow members or staff and the general public;
- (c) that safe methods for undertaking the activities in hand are understood and followed;
- (d) that all defects in equipment, or a lack of suitable resources to complete a task safely, are promptly reported to the department head or Theatre Manager and rectified.

#### Monitoring and Review

The information contained in this policy will be periodically reviewed, at least annually, in advance of the Society's Annual General Meeting, and updated in line with changes in safety legislation, regulations, and in the light of any health and safety incidents.

#### Safety and Technical Manual

The Society recognises the guidance contained *Technical Standards for Places of Entertainment* (TSPE), published by the Association of British Theatre Technicians (ABTT), the Chartered Institute of Environmental Health (CIEH), The District Surveyors Association (DSA), and the Institute of Licensing (IoL), and has adopted this as its principal safety and technical manual.

The Technical Standards have been developed by an entertainment industry Standing Committee to help make improvements in building, maintaining, managing and operating places of entertainment. A copy of this publication is available for consultation at the Queen Mother Theatre.

Information contained in TSPE will be updated as required, and supplemented by written instructions relating to items of equipment or operating conditions particular to the Society.

## **PART 2: GUIDANCE**

### **1. Accidents**

The Society uses the Health and Safety Executive's Accident Book B1 510 to record all incidents that happen during events that are organised by the Society and in which members participate. The book shall be maintained and stored by the Health and Safety Officer when not in use.

All incidents shall be recorded which involve a member of the Society, a sub-contractor or members of the public at any event organised by the Society.

A report shall be completed, where possible, by the person to whom the incident occurred. In cases where the injuries make it impossible for the person to whom the incident occurred to make the entry, then a competent bystander is required to complete the details required of the report.

In those cases where the accident is considered to be reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995) then the Health and Safety Officer, or his/her nominated representative, shall complete Form: F2508 (HSE form entitled: Reporting of an injury or dangerous occurrence). Reportable accidents shall be notified to the Local Authority, within 10 (ten) days of the occurrence by the Health and Safety Officer.

Records of reportable accidents shall be maintained and kept by the Health and Safety Officer, or his/her nominated representative, for at least 3 (three) years after the incident in a form that is easily and quickly retrievable for those in authority that need or wish to see the report.

### **2. Annual Audit**

The Health and Safety Officer shall carry out an annual audit of the safety manual and the procedures contained in it, with the objective of checking that the contents are relevant. Where appropriate, Audits shall also include examination of records and interviews with Society members.

The Health and Safety Officer will agree a plan of action, if necessary, with other responsible persons, to deal with any errors or omissions identified by the audit. The Health and Safety Officer shall keep a constant eye on the feedback from the audits in order to ensure that any amendments identified in the audit are actioned.

### **3. Appointment and Training of Safety Personnel**

The Society recognises that the health and safety of its members, property and external persons is paramount. It shall appoint a member of the Society to have the responsibility for health and safety matters within the Society. The appointee shall report directly to the Chairman of the Society and/or its Officers.

The Society has currently appointed **David Hillelson** as its Health and Safety Officer.

### **4. Children**

**For the purposes of this procedure, the Society defines a child as a person aged from 5 to 18 years of age.**

This procedure applies both to situations in which children and adults are involved in the activity and to those in which children are solely involved.

The Society's Health and Safety Policy and the actions and responsibilities contained in its Health and Safety Manual shall apply to children.

Although the Health and Safety Officer is responsible overall for the fulfilment of the Society's Health and Safety Policy, he/she may, at his/her discretion, appoint a specific person or persons to oversee the Health and Safety of Children as defined above.

The Health and Safety Officer, or his/her nominated representative, is responsible for ensuring that children either in rehearsal, on-stage, in dressing rooms or engaged on Society related activities are inducted into their duties and responsibilities, trained to carry out their duties and responsibilities to the best of their abilities, protected from hazardous situations that might affect their overall safety and instructed in the protection of property.

The Health and Safety Officer, or his/her nominated representative, shall instruct adults in the Society on the need for them to exercise special care and attention when performing with children, respect the limits of their physical powers and note the length of their concentration period.

## 5. Dressing Rooms

### Cleanliness

The Society works on the premise that clean dressing rooms make for pleasant surroundings and a disease-free environment for its members.

It will detail a member to ensure that each dressing room is cleaned before use, cleaned before each performance and is cleaned at the conclusion of the run of performances.

### Allocation of Dressing Rooms and Artistes

The Stage Manager is responsible for the allocation of dressing rooms to the acting members of the Society. He/she shall record the location of all acting members so that, in the event of an emergency, it can be confirmed that all members have been accounted for should the necessity arise that the building must be evacuated.

## 6. Electrical Safety

All electrical equipment owned by the Society, hired, or the personal property of a member and used on the Society's activities shall be subject to annual inspection and testing by a competent authority. At the conclusion of each inspection and test the said equipment shall then be labelled to show its inspected status. The label shall include the name or mark of the inspecting authority, the date that the test was carried out and the date for the next inspection together with the signature of the tester.

Any equipment that fails to pass the inspection shall be removed and quarantined to prevent use.

Equipment shall be stored and maintained in a safe working condition between inspections.

The Health and Safety Officer or his/her nominated representative shall keep records of all inspections together with a record of each individual piece of equipment.

Each piece of equipment shall be given an identifying reference that is permanently affixed to the piece of equipment.

## 7. Fire Safety

We address and carry out our duties and responsibilities on fire safety in all our activities in a proper manner. To this end, we shall provide information on and training in and rehearsal of fire safety procedures in the following areas of our activities:

### New members

New members shall be instructed verbally on fire safety when they are accepted as members of the Society.

### Existing members

Existing members shall be provided with information on the updates to fire safety procedures that are prepared either as a result of the annual audit or on recommendations made either by the local fire safety officer or following any incident that found the existing procedures to be inadequate.

### Visitors

Visitors shall be instructed verbally in the fire safety precautions by the Health and Safety Officer, or by an appropriate nominated person from the Society, who shall inform them of the fire safety drill, instruct them to sign the register, show them the fire exits and the assembly point to be used in the event of an incident.

### Sub-Contractors

Sub-Contractors are instructed verbally in the fire safety precautions by the Health and Safety Officer, or by an appropriate nominated person from the Society, who shall inform them of the fire safety drill, instruct them to sign the register, show them the fire exits and the assembly point to be used in the event of an incident.

### Procedures within the Theatre Rooms

The Health and Safety Officer is responsible for ensuring that:

- From time to time, all persons in the building are reminded of the need to remain alert to the potential of a fire and what they must do in the case of an outbreak or rehearsal for such an outbreak.
- Marked exits are kept clear of all obstructions such as chairs, boxes etc. He/she shall remind members of their duties in this regard and that they shall assist in these activities.
- Marked fire exits are unlocked during the time that the premises are occupied.
- Frequent checks to ensure that the fire extinguishers are still inside their expiry date and that arrangements are made to have out-of-date fire extinguishers either changed or serviced as soon as possible after their expiry date(s)
- Fire drills are carried out at irregular intervals and that all persons present shall treat the fire drill in a proper manner and assemble at the nominated fire assembly point
- In the case of an actual emergency nominate a person, normally other than him/herself to contact the fire brigade and receive feedback from that nominated person that contact with the fire brigade has been made

In case of fire during a performance, the following should be followed:

- The House Manager shall be responsible for bar area, bar, kitchen, box office and general office.
- The Stage Manager shall be responsible for stage, wings, rear corridor, workshop, wardrobe, dressing room and green room.
- The Senior Technical Team member present shall be responsible for lighting box.

### 8. First Aid

The Society takes First Aid seriously. As a consequence, the policy of the Society is prevention of accidents in the first place. To this end, through its Health and Safety Officer it shall regularly carry out checks of equipment, procedures and practices to ensure that they are being conducted in a safe manner and in accordance with procedures set down in other documentation in this manual.

Additionally, the Society has ensured that key members in each department have received accredited First Aid training and their names are advertised on the theatre notice-board and are listed in the Fire Safety Manual.

The Society has permanent first aid kits that meet the requirements of content and size for the number of Society members. The first aid kits are kept at the following locations:

- Corridor adjacent to the Box Office
- Workshop

Details of any incident that requires first aid, however trivial, shall be recorded in the accident book by the Health and Safety Officer. The entries into the accident book shall be made by the Health and Safety Officer only (the definition relating to person deemed to be in charge of operation in hand does not apply in this case). He/she shall take statements from the victim and any witnesses, which shall be signed by them and appended to the appropriate page(s) in the accident book.

## 9. Front of House

The Society recognises that its front of house team could be subject to hazards in the fulfilment of their duties whilst in the theatre. The Society also recognises that the responsibility for ensuring the safety of its front of house team may jointly or separately rest with the management of the Queen Mother Theatre (QMT) or other relevant external venues used by the Society.

The Front of House Manager and his/her Team must be:

- aware of their responsibilities in matters of health and safety at the QMT;
- have been advised of the procedures that they should follow in the event of an incident such as an outbreak of fire, first aid emergency etc.
- have been made aware of the location of the nearest telephone, the location of the fire extinguishers, the route to be used in the event of the need to evacuate the building, the procedures to be used to evacuate patrons in the event of an emergency and the location of the assembly point(s).

The Health and Safety Officer, or his/her nominated representative, is responsible for ensuring that the front of house team are trained to carry out their duties and responsibilities to the best of their abilities, are protected from hazardous situations that might affect their overall safety and are instructed in the protection of persons and property as it affects their duties front of house.

## 10. Get In / Get Out Arrangements

### a) Get in arrangements

#### Front of House Team/Auditorium/Studio

The front of house team is managed by the Front of House Manager appointed for each particular evening's performance. He/she will liaise with the theatre staff to ensure that each has identified themselves to each other and each party has understood the respective roles of the parties concerned.

The Front of House Manager shall be responsible for ensuring they are made aware of the duties expected of them and that the fire rules etc., have been shown to them.

The front of house team shall be responsible for ensuring that the theatre patrons have valid tickets and where necessary are referred to the box office in the case of difficulty. They shall also be responsible for the sale of refreshments and programmes.

The front of house team shall be responsible for conducting theatre patrons to their seats in a safe and courteous manner. They are instructed to exercise special care in this responsibility in areas where the seating and gangways are steeply raked and/or the areas are dimly lit and when patrons are infirm or disabled.

In the case of emergencies, the front of house team have been instructed to act in a responsible manner in accordance with the procedures set out in **Section 3 Fire Safety**.

### Stage

The Stage Manager (SM) shall be responsible for ensuring that the stage crew, prompt and properties work in a safe manner, with regard to the safety of persons and property around them and for ensuring that they follow the procedures.

The stage crew, prompt and properties shall be instructed in the application and fulfilment of the procedures referred to in **Stage paragraph 1** by the Health and Safety Representative, or his/her designated representative, and for ensuring that they work in safe manner with regard to the safety of persons or property and wear the appropriate personal protective equipment and personal tools for the task(s) being carried out.

### On Stage and in the Wings

The Stage Manager shall be responsible for ensuring that procedure (Onstage and in the wings) is understood and practiced by the persons to whom it applies.

### Dressing Rooms

The Stage Manager shall be responsible for ensuring that procedures (Dressing Rooms) and (Children) are properly understood and carried out by the persons concerned.

## **b) Get-Out Arrangements**

### Front of House Team/Auditorium/Studio

The front of house team shall be responsible for the safe exit of theatre patrons after each performance. To ensure the safe and efficient exit of patrons, the front of house team shall take care of the increased risks of raked floors, dimly lit areas and the special precautions that need to be taken with infirm or disabled persons.

### Stage

The requirements set out in **Stage** above shall be followed.

### Dressing Rooms

The requirements set out in **Dressing Rooms** above shall be followed.

## 11. Manual Handling

During get-ins and get-outs a variety of different items, equipment and materials will be moved

around the theatre. Therefore, the Society shall ensure that all personnel involved in lifting heavy or awkward equipment will receive training in the proper way to carry out such tasks.

While individual manual handling assessments may not be necessary for every item, general safety precautions shall be taken which shall include following the systems of work in place for members safety;

- use equipment provided for their safety properly;
- cooperate with their Health and Safety Officer on health and safety matters;
- inform the Health and Safety Officer if they identify hazardous handling activities;
- take care to make sure their activities do not put others at risk.
- follow HSE guidelines when lifting.
- ensure there are enough people present to move the load comfortably

## 12. New Members

The Society recognises that new members are particularly at risk, especially those who have not belonged to an amateur theatrical Society before.

The Health and Safety Officer, or such other members of the Society deemed to have particular experience or knowledge in the subject matter concerned, shall carry out an induction course that covers, at least:

- The Society's Health and Safety General Policy Statement
- Fire Safety
- First Aid
- Attendance requirements
- Rehearsal requirements
- Get-in/get-out arrangements
- Dressing rooms
- On stage and in the wings
- Safe systems of working
- Sign/Sign out
- Accident book

The Society shall ensure that new members who have had some, or considerable, experience of amateur theatre, in that they have been or are still members of other Societies, shall receive the same induction training as others, in order that the requirements of its Health and Safety General Policy Statement are fulfilled.

## 13. On-Stage and in the Wings

The Society recognises that the stage and its wings can be hazard areas in which tripping over electrical cables and inadequate lighting may cause accidents. Consequently it instructs its Health and Safety Officer, or his/her nominated representative, to ensure that he/she has carried out a proper risk analysis of the activities and situations that present themselves or could present themselves in the areas concerned. The Risk Assessment for each production shall be carried out in accordance

with the Societies criteria for Production Risk Assessment values given in section 17 and shall be retained as a separate record for future reference.

The Health and Safety Officer, or his/her nominated representative, shall ensure that all persons who are required to be in the wings or on-stage before, during and after a performance have been properly instructed in their responsibilities.

#### 14. Rehearsal Requirements

The Director appointed for any specific production shall be responsible for ensuring that props, staging and other stage furniture are safe for use. As necessary, the Health and Safety Officer or his/her nominated representatives shall instruct such Directors in their duties in this regard. Records of such instructions shall be kept by the Health and Safety Officer or his/her nominated representatives.

Members are instructed to attend rehearsals wearing suitable loose fitting clothing and footwear that is non-slip for general duties. For some productions all or some of the cast will be required to wear special footwear such as tap shoes. In these circumstances they will be instructed to put such footwear on only for the duration of their need for rehearsal purposes.

Members shall be instructed to:

- know the location of all the fire extinguishers, the fire exits and the assembly point(s);
- obey fire drill instructions;
- not to park in front of fire exits or place any obstruction in front of fire exits, outside or inside the building;
- work safely with props and to refuse to use any that are, in their opinion, unsafe;
- use equipment that requires them to work above floor level. In particular they shall be reminded that it is forbidden to stand on makeshift rostra such as plastic nesting chairs or fold-up tables.

No members shall use rostrum, raised staging, steps etc. unless final approval has been given by the set construction team.

Details of any accident, however trivial, shall be recorded in the accident book by the Health and Safety Officer. Entries into the accident book shall be made by the Health and Safety Officer only (the definition relating to person deemed in charge of operation in hand does not apply in this case). He/she shall take statements from the victim(s) and any witnesses that shall be signed by them and appended to the appropriate page(s) in the accident book.

The Health and Safety Officer, or his/her nominated representative, shall be responsible, if applicable, for liaising with the Technical Stage Manager, to set-up the line of responsibility for safety in the building and to persons and to identify any particular hazardous areas or situations that need to be addressed. As agreed by this liaison, the nominated person informs the cast and back stage crew of all safety matters that need to be notified to them.

Members shall be:

- instructed on the location of the first aid kit(s);

- told the location of the nearest landline telephone connection in the theatre;
- shown the location of fire extinguishers, fire exits and assembly points and the location of the first aid kit(s).

When rehearsals are carried out in different locations, i.e. the Youth Wing or the Richard Whitmore Studio, the Director responsible for the production shall avail himself of the fire safety requirements applicable to those areas of the premises and to impart these to those attending rehearsals.

#### 15. Reporting Hazards and Maintenance Problems

Individuals have an obligation to eliminate, guard against or protect others from any hazards as soon as they are recognised. Therefore, if a member of the Society sees any item of plant, any procedure or any incident which has caused or has the potential to cause injury to people or damage to property, and it cannot be immediately rectified, they must inform the Health and Safety Officer, or his/her nominated representative, as soon as possible.

If there is imminent danger, the person recognising the danger must:

- take steps to isolate the danger by closing doors, evacuating the area, etc.;
- restrict entry;
- advise the Theatre Manager or Health and Safety Officer.

#### 16. Rigging Lighting Equipment

Anyone who works at height has a responsibility not only to themselves but to anyone in close proximity to them as well.

Before starting, technical personnel rigging lights shall:

- Empty all pockets of any items that could fall out. (e.g. coins, wallet, phones etc) or secure them in some way so they cannot fall out.
- Remove any items they do not need (e.g. watch, rings etc).
- Secure items that could get caught or trapped, e.g., shoelaces, hair, loose shirt etc.
- Secure any tools with a lanyard or safety wire.
- Request area surrounding where they are accessing is kept clear. If available have someone on the ground giving warnings.
- Work in logical steps.
- Use people on the ground to provide muscle power

#### 17. Risk Assessments

The Society 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 identi-

fied, each shall be assessed separately for ‘severity’ and ‘likelihood’ based on the criteria listed below.

**RISK ASSESSMENT KEY:**

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

**Examples of the Society’s ‘Performance Risk Assessment’ and ‘Front of House Risk Assessment’ are included as Appendix 2 to this document**

**18. Safe Systems of Working**

The Society recognises that its main activity is that of preparing for and performing amateur theatrical productions and is very aware that members are often working under pressure and time restraints to put on a production.

The Society shall utilise the procedures laid down in this manual as the means to ensure that all members adhere to a safe system of working.

In those instances where unsafe systems of working have been identified, or an incident has occurred which suggests that its cause was an unsafe system of working, the Health and Safety Officer, or his/her designated representative, shall investigate the cause(s) and institutes procedures to minimise the risk of it occurring again.

Where deemed necessary, such as in cases of horseplay, inebriation, drug taking, incompetence or incidences of unsafe systems of working, these shall be brought to the attention of the Bancroft Players Executive Committee for further action. Such incidences are treated very seriously by the Society.

**19. Sub-Contractors**

We address and carry out our duties and responsibilities when using or hiring subcontractors in a proper manner. To this end, we shall ensure through our Nominated Health and Safety Representative that all procedures pertinent to sub-contractors are notified to them and that they have been properly inducted into the use of those procedures. The Nominated Health and Safety Representative, or his/her nominated representative, carries out these inductions and a record is kept of them.

A risk assessment is carried out jointly by the sub-contractor(s) and the Nominated Health and Safety Representative, or his/her nominated representative, shall ensure that any risks specific to the operations of the sub-contractor are properly and fully documented and procedures put in place to minimise any hazards identified during the risk assessment.

Sub-Contractors shall be instructed verbally in the fire safety precautions by the Nominated Health and Safety Representative, or his/her nominated representative, who informs them of the fire safety drill, instructs them to sign the register and shows them the fire exits and the assembly point to be used in the event of an incident.

Where access and egress are considerations, then procedures shall be established to ensure that they are wide enough to permit escape of persons in the event of an emergency and permit equipment to be brought in and taken out of the area safely, are kept free of obstructions and debris, are adequately illuminated and, where necessary, provided with secure handrails and/or barriers.

## 20. Tallescopes and Ladders etc.

The Society recognises that nominated and approved members of the Society will be required to work with all or some of the access and working at height equipment either provided at the performance venue, hired in for the performance or belonging to the Society or one of its members.

The Society is aware that one of the major causes of injury is falls from height. Therefore, it has a rigid procedure covering the inspection and use of access and working at height equipment and for the training of its personnel in the use of such equipment.

The Health and Safety Officer, or his/her nominated representative, shall be responsible for ensuring that:

- The equipment provided for their use in the theatre or other venue, is suitable for use and carries the appropriate certification both for its authenticity and serviceability.
- Society personnel have been trained in the use of the equipment including the knowledge that ladders are for access only and shall not be used as work stations. Tallescopes shall be used for both access and work stations, but require to be anchored or braked when personnel are ascending, working or descending.
- Access to the working area is denied to non-approved personnel.
- All access equipment meets the minimum requirements as laid down in the respective British or European Standard.

Hard hats will be made available for occasions that warrant their use.

## 21. Use of Smoke Haze and Dry Ice

The use of smoke machines shall be carried out in accordance with the ABTT Code of Practice 'Pyrotechnics and smoke effects'. The cast and crew shall be advised of safe methods of use and any prohibitions explained. The placement of the machine shall be marked with white tape and the cast and crew made aware of its location.

The Society shall ensure that only experienced and properly instructed people handle dry ice. In addition, the responsible person(s) for handling the machine shall comply with the following safety requirements:

- must always wear eye protection and heavily insulated gloves suitable for the extreme cold temperature of dry ice and take care when carrying packages of dry ice
- must establish the risks involved and ensure they consider the potential of creating an atmosphere with a high concentration of carbon dioxide near the ground
- must not remove or deface any product labels
- must know and understand the properties of dry ice
- must establish emergency plans
- must use carbon dioxide monitors to warn of ventilation problems
- must always keep dry ice away from children

- should be aware that water on solid CO<sub>2</sub> increases sublimation with a corresponding higher risk of asphyxiation
- must dispose of dry ice in a well ventilated area away from the public and not discharge into any place where its accumulation could be dangerous

## 22. Safe Use and Storage of Pyrotechnics

The Director retains overall responsibility for the production and is tasked with ensuring the appropriate coordination and control of the overall pyrotechnic event, taking into account the risk assessment from the person responsible for the special effects contractor and others.

The Director shall ensure that:

- the special effects personnel are competent for the work in question;
- the special effects personnel are provided with adequate information regarding the production; adequate time and resources are allowed, including for rehearsals, for the effect based on advice from the special effects personnel;
- appropriate arrangements have been made for emergencies (such as fire fighting and first aid);
- additional time should be provided for within the schedule for misfires or changes of plan;
- an overall risk assessment for the production is produced;
- adequate arrangements are in place for communicating the risks and safety arrangements to all those involved;
- appropriate facilities are available for the assembly, fusing etc of explosive effects prior to use.

The person in charge of the special effects will remain at all times responsible for advising the Director on the safe planning and execution of the effect.

In addition, the person in charge of the special effects is responsible for making sure a suitable and sufficient risk assessment is undertaken for all the activities under their control, and that the identified control measures are communicated to the Director. The risk assessment shall consider; people, equipment and locations under the control of the production, e.g., crew, performers, artists; also other people, locations and equipment which may be affected by the activity

**An example of the Society's completed pyrotechnic Risk Assessment is included in Appendix 2**

## 23. Safe Use of Hand Tools

The Set Design Manager shall liaise with the Workshop Coordinator to ensure that all hand tools are stored and used safely. To this end, they shall ensure that any members of the Society assisting in the erection of sets comply with basic tool safety, e.g., they shall not:

- use tools for jobs they are not intended to do;
- apply excessive force or pressure on tools;
- cut towards themselves when using cutting tools;
- hold the stock in the palm of their hand when using a cutting tool or a screwdriver;
- wear bulky gloves to operate hand tools;
- throw tools, but rather hand them, handle first, directly to other workers;

- carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work.
- carry a sharp tool in their pocket.

#### 24. Safe Use of Power Tools

The Set Design Manager shall liaise with the Workshop Coordinator to ensure that all power tools are stored and used safely. To this end, they shall ensure that any members of the Society assisting in the erection of sets follow good safety practices when using all power tools, e.g., they shall:

- read and understand the tool's operator's manual, tool markings and the instructions packaged with the accessory before starting any work;
- stay alert, watch what they are doing and use common sense when using a power tool;
- do not use power tools when they are tired or under the influence of drugs, alcohol, or medication;
- do not wear gloves, loose clothes or jewellery and contain long hair;
- keep handles dry, clean and free from oil and grease;
- ensure that the power tool's switch is OFF before plugging it in or inserting a battery pack;
- remove adjusting keys and wrenches before turning the tool ON.

## APPENDIX 1

### Department Heads and Responsible Persons - Contact Details

Department / Position	Responsible Person	Contact Details		
		Telephone No	Mobile No.	E-mail Address
<b>Facilities Management:</b>				
Theatre Manager	Chris Lane	01462 441277		chris@theqmt.orangehome.co.uk
H&S Officer	David Hillelson	01462 435007		david.hillelson@btinternet.com
Risk Assessment Coordinator	Frank Pratt	01462.625081		spindriftfdp@yahoo.co.uk
Fire Officer	Chris Lane	01462 441277		chris@theqmt.orangehome.co.uk
First Aid Coordinator	Paula Downes	01462 685288	07778 014428	paula.downes@ntlworld.com
<b>Artistic Direction</b>				
Artistic Director	Rory Reynolds		07828 602093	bigspirittheatre@hotmail.com
Production Manager	Nicky Pope	01462 441983	07710 550101	nicki@bigredfunbus.com
Fringe Manager	John Brown	01462 637710	07768 494039	jonathan.brown2@ntlworld.com
'Big Spirit' Youth Theatre	Rory Reynolds		07828 602093	bigspirittheatre@hotmail.com
Junior Theatre Society	Alison Hudson	01462 453194		Allyhudson1@yahoo.co.uk
<b>Front of House Team</b>				
Front of House Manager	Paula Downes	01462 685288	07778 014428	paula.downes@ntlworld.com
Box Office Manager	Geoff Griffiths		07805 024135	griff_nitch102@hotmail.co.uk
Bar Manager	Roger Nobes	01462 436816		rogernobes@hotmail.com
Licensee	Bev Bollons			
Refreshments / Stewards	Lynn Bryars	01462 711168		brydendesign@hotmail.co.uk
<b>Backstage Team</b>				
Stage Management	Emma Saunders	01462 735144	07913 150011	emmajosaunders@hotmail.com
Set Design Manager	Rosemary Bianchi	01462 436599	07979 758561	rbianchi@live.co.uk
Workshop Coordinator	Clive Hall			oldstager2000@yahoo.co.uk
Lighting Manager	Alan Bailes	01438 220735	07903 859471	alan.bailes@ntlworld.com
Wardrobe	Sally Hull	01462 678768		hullsathome@yahoo.co.uk
Properties	Emma Saunders	01462 735144	07913 150011	emmajosaunders@hotmail.com

## **APPENDIX 2**

### **RISK ASSESSMENTS**

Completed examples of the Society's Risk Assessments for the production of 'Journey's End' are included as Appendix 2 to this document. This production has been chosen because it addresses many of the health and safety issues relating to both 'Fire Risk' and 'Risk to Persons'.

Attached to this Appendix are completed copies of the following documents for the Society's production of 'Journey's End', performed at the Queen Mother Theatre on 9<sup>th</sup> -15<sup>th</sup> November 2014:

**Appendix 2A: Performance Risk Assessment**

**Appendix 2B: Pyrotechnic Risk Assessment and**

**Appendix 2C: Front of House Risk Assessment**

**APPENDIX 2A: PERFORMANCE RISK ASSESSMENT  
'JOURNEY'S END'**

**PERFORMANCE RISK ASSESSMENT**

Production: 'Journey's End'

Performance Dates: 9<sup>th</sup> -15<sup>th</sup> November 2014

Location: Main Auditorium, Queen Mother Theatre

Assessment Completed By: Frank Pratt / David Lester (Stage Manager)

Date: 7<sup>th</sup> November 2014

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

<b>A) Fire Risks:</b>	<b>Yes</b>
<b>Fire:</b> Is it planned to use any open flame, e.g., smoking, candles, incense etc.?	✓
<b>Pyrotechnics:</b> Will the production involve the use of any explosive devices (no matter how small)?	✓
<b>Electrical Hazards:</b> Could the use of any electrical items on stage cause a fire, or burn hazard?	✓
<b>Smoke Machines:</b> 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>B) Risks to Persons</b>	<b>Yes</b>
<b>Risk of Injury Due to Fall:</b> 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.	
<b>Falling Objects:</b> Will any objects be hung from above? Can any part of the set fall or collapse?	✓
<b>Slipping or Tripping:</b> 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?	
<b>Spillage:</b> 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?	✓
<b>Unstable Surfaces:</b> Does the performance require any member of the cast to stand on any object not specifically designed for that purpose?	
<b>Impact:</b> 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?	✓
<b>Weapons:</b> 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?	✓
<b>Unusual Use of Performance Space:</b> 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?	
<b>Impairment:</b> 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?	
<b>Anything Else: This list is not exhaustive!</b> 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

~~None of the above applies to our project / production. There is no significant hazard or risk.~~

Name: ..... Signed: ..... Date: .....

# BANCROFT PLAYERS

## PERFORMANCE RISK ASSESSMENT

Production: 'Journey's End'

Performance Dates: 9<sup>th</sup> -15<sup>th</sup> November 2014

Location: Main Auditorium, Queen Mother Theatre

Assessment Completed By: Frank Pratt / David Lester (Stage Manager)

Date: 7<sup>th</sup> November 2014

### 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><b>Severity x Likelihood = Risk Rating</b></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	<b>Fire</b>	The cast are required to smoke as an integral part of the production. The action takes place in an underground dug out in WW1 and lighted candles will be used	3	2	6	The entire set has been sprayed with MSL Fire Check fire retardant. The retardant complies with BS5852:1990 and BS5867:Part2:1980 for both natural and synthetic fibres. Candles holders and ashtrays are filled with sand	3
2	<b>Pyrotechnics</b>	Pyrotechnics will be used to simulate an explosion at the end of the production	3	2	6	A separate fire risk assessment for the pyrotechnics has been prepared and is attached to this document as an appendix.	3
3	<b>Electrical Hazard</b>	A 'George Foreman' electric grill will be used behind the set to cook bacon. This is an integral part of the plot.	2	2	4	The grill is almost new and will be used by its owner. The device has not been PAT tested, but given its age, this is not thought to be a problem in this instance. The grill will be used on a firm surface away from the cast.	2
4	<b>Smoke Machine</b>	A smoke machine will be used during the performance, which will require the smoke / fire alarm system to be deactivated during the performance.	3	2	6	The fire alarm system will be re-activated at the end of each performance.	2

No	Hazard	Description of Activity and Associated Risks	Severity	Likelihood	Risk Rating	Control Measures / Action Plan to Mitigate Risk	Mitigated Risk
5	<b>Falling Objects</b>	At end of the performance, part of set is caused to collapse. Only one member of the cast is on stage when this happens and he is well clear of the event.	2	1	2		
6	<b>Spillage</b>	The cast pour and drink tea, whilst sitting at a table on stage. The risk of spillage is low, but does exist	1	2	2		
7	<b>Impact</b>	There is a fight between two of the characters during the performance. The fight is of a short duration and comprises one of the actors trying to prevent the other from leaving the set.	2	2	4	The fight scene has been carefully choreographed to prevent injury to the actors or damage to the set	2
8	<b>Weapons</b>	WW1 weapons are used during the performance; these comprise rifles with bayonets, and pistols	2	2	4	All the weapons have been taken out of commission and carry the appropriate deactivated codes on the barrels as confirmation. The bayonets are not removed from their sheaths.	2
9							
10							

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

Name and Role: .....Signed: .....Date: .....

**APPENDIX 2B: PYROTECHNIC RISK ASSESSMENT  
'JOURNEY'S END'**



# RISK ASSESSMENT

**Production:** Journey's End

**Performance Dates:** 9 - 15 November 2014

**Venue:** Queen Mother Theatre - Main Auditorium

**Reason for Risk Assessment:** Use of Pyrotechnic effects

**Assessment Completed By:** Daniel F Writer

**Date:** 6 November 2014

## EFFECTS

Identify the effects to be used:

- Le Maitre P601C - Airburst - White (Loud Report)
- Le Maitre 1224 - Theatrical Maroon - Medium
- Le Maitre 1225 - Theatrical Maroon - Large

## RISKS

Using the scoring system in the key (below), identify the risks, Likelihood of Occurrence (LO), Potential Severity (PS) and, thus, the Perceived Risk (PR) ( $PR = LO \times PS$ ) associated with the use of these effects.

	LO	PS	PR
• Physical proximity	2	3	6
• Accidental detonation	1	3	3
• Fire	2	2	4
• Noise - maximum SPL 112 dB(A)	2	2	4
• Fallout	1	2	2
• Smoke/fumes	1	1	1

## MITIGATION

Identify the measures being implemented to manage/reduce the risks identified.

### Physical Proximity.

- Pyrotechnic effects are sited such that physical access to the effects by members of the public is, as far as is practicable, prevented.
- Pyrotechnic effects are sited such that, with the exception of the pyrotechnic operator, physical access to the effects by members of the cast and crew is restricted.
- No member of the cast or crew is to be closer than 1.5 times the stated burst radius of the effect when the effect is detonated.
- The pyrotechnic operator and/or the Stage Manager is to have a clear line of the effect to ensure safe distances of personnel from the effect prior to detonation.

### Accidental Detonation.

- Pyrotechnic effects are stored in a locked steel cabinet in their original manufacturer's packaging until required.
- A firing system employing a key is used. The key is to be removed from the firing system and held by the pyrotechnic operator when installing the effects and at all other times except during the performance prior to firing.
- No smoking, naked flames or items with the potential to transmit/radiate electrical energy (such as mobile phones) are to be allowed in the stage area where the effects are installed.

## Key

Likelihood of hazard occurrence (LO) 1= Rare; 2 = Occasional; 3= Likely / Highly Likely

Potential Severity of injury (PS) 1 = Negligible; 2 = Minor Injury; 3 = Serious Injury / Fatal

Fire.

- The set and any potentially flammable materials onstage are to be treated with flame retardant.
- Fire extinguishers are to be positioned in both wings of the stage and all Stage Management personnel are to be trained/conversant in their use.

Noise.

- Notices advising that loud pyrotechnic effects are used are to be prominently displayed in the theatre foyer and auditorium.
- Pre-show announcements are to include a notice advising that loud pyrotechnic effects are used.
- Detonation locations are to be selected to maximise the distance between audience, cast and crew.
- Ear defenders are to be worn by backstage personnel required to be in proximity to effects when they are detonated.

Fallout.

- Manufacturer's safety data sheets state that there is no hot fallout associated with either effect type.
- A commercially sourced 'bomb tank' is to be used with 'maroon' effects to limit the possibility of pieces of the effect casing being dispersed by the detonation.
- Air burst effects are suspended at a height such that no part of the set, member of audience, cast or crew will be within the burst radius of the effect.

Smoke/Fumes

- The effects used give off minimal smoke.
- Auditorium air conditioning will be in use during the performance to extract the smoke from the venue.

**ADDITIONAL MEASURES**

Identify any additional measures to be put in place to further mitigate the risk.

- The pyrotechnic operator is to provide a full safety brief to all members of the cast and crew prior to the detonation of any pyrotechnic effects.
- The technical, backstage and/or front of house staffs are to contain trained first aid personnel for all performances.

**SUPPORTING DOCUMENTATION**

Detail (and supply) any documentation supporting this risk assessment:

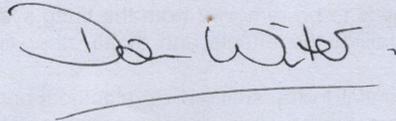
- Pyrotechnic Operator's Safety Assessment Questionnaire.
- Manufacturer's Safety Data Sheets for the effects to be used.

**CONCLUSION**

Consider the Perceived Risks identified and the measures taken to mitigate those risks. Using the scale below, give an assessment of the overall Mitigated Risk associated with the use of the stated pyrotechnic effects in this production.

1 - Very Low 2 - Low 3 - Normal 4 - Proceed with Caution 5 - Unacceptable

Signed:





## PYROTECHNIC OPERATOR'S SAFETY ASSESSMENT QUESTIONNAIRE

Production: Journey's End	Date:	6 November 2014
	Completed by:	Daniel Writer

To ensure the Health & Safety of yourselves, your colleagues, spectators and the general public, and compliance with the Health & Safety at Work etc Act 1974 and all other legislation made under the Act, the following questionnaire is to be carried out before any pyrotechnics are fired. The senior pyrotechnic operator is to carry out the assessment and address the point made in this questionnaire.

This document is to be kept legible, neat and on site with other documentation pertaining to the assessment of risk associated with pyrotechnics in connection with the above named performance and easily accessible. It is to be produced on request when asked by anyone who has reason to view it e.g. Health & Safety Inspectors, Local Authority Inspectors, Fire Safety Officers etc.

Tick the relevant boxes - if the answer is 'no' explain.

		YES	NO
1	Is the room/stage/area suitable for the type of pyrotechnic effects being used?	✓	
2	Can the audience be kept a safe distance from the pyrotechnic effects?	✓	
3	Are the cast/crew/actors/entertainers on stage aware of the types and position of the pyrotechnics on the stage?	✓	
4	Is there someone responsible for the evacuation of the venue in the event of an emergency? Name/Post: <b>Front of House Manager</b> Evacuation procedures are NOT the responsibility of the Pyrotechnic Operator	✓	
5	Has the fire/smoke alarm system been de-activated or switched to 'manual'?	✓	
6	Is the 'firing area' clear of combustible or non-treated props, flats and other potential fire risks?	✓	
7	Are there adequate emergency exits from the venue? This is NOT the responsibility of the Pyrotechnic Operator	✓	
8	Is there adequate access for the Emergency Services? This is NOT the responsibility of the Pyrotechnic Operator	✓	
9	Other than the pyrotechnic effects and their inherent risks, are there no other Health & Safety implications in the installation and/or operation of the effects?		x
10	Is it safe and reasonable for the Pyrotechnic Operator to be subject to any factors identified in Question 9?	✓	

9 - There is a requirement for Working at Height in order to install the Airbursts.

**APPENDIX 2C: FRONT OF HOUSE RISK ASSESSMENT  
'JOURNEY'S END'**

# BANCROFT PLAYERS

## FRONT OF HOUSE RISK ASSESSMENT

Production: 'Journey's End'

Performance Dates: 9<sup>th</sup> -15<sup>th</sup> November 2014

Location: Main Auditorium, Queen Mother Theatre

Assessment Completed By: Frank Pratt

Date: 7<sup>th</sup> November 2014

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

A) Fire Risks:	Yes
<b>Fire:</b> Is it planned to use any open flame in the performance, e.g., smoking, candles, incense etc.; which could increase the fire risk?	✓
<b>Pyrotechnics:</b> Will the production involve the use of any explosive devices (no matter how small)?	✓
<b>Smoke Machines:</b> 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
<b>Falling Objects:</b> Is there the possibility of persons sustaining injury from falling objects, e.g., overhead rigging, exploding theatrical lighting, etc.?	✓
<b>Slipping, Tripping or Falls:</b> 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?	✓
<b>Spillage:</b> 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?	✓
<b>Impact:</b> 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?	✓
<b>Unusual Use of Performance Space:</b> 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?	
<b>Unusual Audience Mix:</b> 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?	✓
<b>Anything Else: This list is not exhaustive!</b> 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

None of the above applies to our project / production. There is no significant hazard or risk.

Name: ..... Signed: ..... Date: .....

## BANCROFT PLAYERS

### FRONT OF HOUSE RISK ASSESSMENT

Production: 'Journey's End'

Performance Dates: 9<sup>th</sup> -15<sup>th</sup> November 2014

Location: Main Auditorium, Queen Mother Theatre

Assessment Completed By: Frank Pratt

Date: 7<sup>th</sup> November 2014

#### 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><b>Severity x Likelihood = Risk Rating</b></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	<b>Fire</b>	The cast are required to smoke as an integral part of the production. The action takes place in an underground dug out in WW1 and lighted candles will be used	3	2	6	The entire set has been sprayed with MSL Fire Check fire retardant. Candles holders and ashtrays are filled with sand. The audience will be advised that the performers will be smoking on stage.	2
2	<b>Pyrotechnics</b>	Pyrotechnics will be used to simulate explosions during the production	3	2	6	Pyrotechnics will be positioned and used in accordance with the manufacturer's data sheet. Detonation locations are to be selected that maximise their distance from the audience.	3
3	<b>Smoke Machine</b>	A smoke machine will be used during the production, which will require the smoke / fire alarm system to be de-activated during each performance.	3	2	6	The fire alarm system will be re-activated at the end of each performance.	2
4	<b>Falling Objects</b>	Possibility of sustaining injury from falling objects.	2	1	2	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.	1

No	Hazard	Description of Activity and Associated Risks	Severity	Likelihood	Risk Rating	Control Measures / Action Plan to Mitigate Risk	Mitigated Risk
5	<b>Slipping tripping or falls</b>	The presence of loose objects that could cause trip hazards.	1	2	<b>2</b>	All access and escape routes are monitored by the QMT 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.	<b>1</b>
6	<b>Spillage</b>	The audience are permitted to bring any drinks from the bar into the auditorium; therefore, there is the risk of spillage. The auditorium floor is linoleum and any spillage is a slip hazard.	2	3	<b>6</b>	The FoH team are available at all times to clear up any spillages. In addition, all drinks taken into the auditorium are served in plastic glasses, to prevent the possibility of the audience being cut by broken glass in the event of a breakage.	<b>2</b>
7	<b>Impact</b>	There are loud pyrotechnic effects throughout the performance.	2	2	<b>4</b>	Conspicuous signage will be displayed in prominent positions in the foyer advising the audience that loud pyrotechnic effects will form part of the performance. Additionally, an announcement will be made over the auditorium speakers before the start of the performance.	<b>2</b>
8	<b>Unusual Audience Mix</b>	'Journey's End' is a set book for schools and it is likely that there will be school parties coming to some of the performances.	2	2	<b>4</b>	QMT staff are present throughout the performance in the auditorium. They are equipped with torches and are available to assist teachers with the evacuation of the schoolchildren. 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.	<b>2</b>

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: .....