

1. Of preName of Group Lancaster University Theatre Group

2. Potential Hazard	3. Who is at risk and what are the potential injuries?	4. What are the current controls and who is responsible?	5a. Controlled Likelihood	5b. Controlled Severity	5c. Controlled Risk Rating	6. What further action is needed and who is responsible?
Moving Heavy objects in the rehearsal space, and tripping over said objects.	Trips, falls and other minor injuries, such as concussion, grazes and bruises that could be sustained using non-theatre venues for rehearsals (Usually lecture theatres and seminar rooms), particularly moving heavy objects. Also sprains/pulled muscles. Also chance of minor injury when moving furniture to clear the space for rehearsal.	A warm up is conducted at the beginning of every rehearsal. It is ensured that the demands on the actors will not cause injury, and that furniture is carried according to the correct lifting procedure to minimise injury. Correct footwear for the surface is worn. The area is checked to ensure it is clear before rehearsals begin. The director or stage manager of the production team will conduct a thorough warm up at the commencement of the rehearsal and oversee that all carrying is conducted safely. At the first rehearsal, the stage manager will demonstrate the correct lifting procedure to the cast and production team. The director will also ensure the area is clear and appropriate footwear is worn for rehearsals.	2	2	4	All members of the production are responsible for the conduction of warm ups, making sure cast are wearing appropriate footwear (no bare feet) and that furniture is being moved in the correct fashion (Using the HSE guidelines).
Outdoor	Outdoor areas where	Performances/rehearsals will take	1	4	4	All production team members are

Risk Assessment 2009

<p>performance areas/ outdoor rehearsals</p>	<p>performances / rehearsals are being held are potentially hazardous places. Risks that are most probable include grazes, bruises and strains from slips and trips on uneven / wet ground or due to low lighting conditions. Weather also poses potential risks. Hot weather risks range from discomfort, sunburn and dehydration to major risks of exhaustion / heat stroke. Cold weather/adverse weather conditions such as rain poses risks including discomfort to hypothermia (more likely given Lancaster's weather). Areas around the rehearsal area also pose as hazards such as the pond down at the front of the university, the risk being drowning. Finally there is the problem with allergies and hay fever.</p>	<p>place on the flattest ground possible and not take place on wet ground where there is a significant risk of slips/trips. Performances/rehearsals will not be held in extreme weather conditions. Members will be warned of the dangers of allergies and that they must carry their own medication at all times. Specific areas of risk surrounding the performance / rehearsal area shall be clearly marked and out of bounds. It is the responsibility of the stage manager, and director to assess flatness and wetness of ground, and choose suitable location. If weather is too extreme then it is their responsibility to call off the rehearsal. It is also their responsibility, to mark out "out of bounds" areas and inform the cast of the major hazards.</p>				<p>responsible not just the director and stage manager. They do not rehearse in the woods only on the fields, and away from the pond. The area must also be clear of hazards (broken glass, general rubbish, etc).</p>
<p>Fire</p>	<p>Cast members on stage and backstage crew near electrical equipment, and members of the public during a performance.</p>	<p>The rules and fire regulations of the venue, will be followed and all electrical equipment will be PAT Tested.</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>It is Equipment officer's responsibility to ensure all equipment is PAT tested. It is the production teams responsibility to ensure all flammable materials are sprayed with flame retardent. It is the venues responsibility for the training of ushers, And where this</p>

Risk Assessment 2009

						does not apply, it is the safety officers and stage managers.
Exhaustion	All activities may lead to exhaustion. Actors lose concentration, more likely to injure themselves on all other hazards listed.	No one can work for more than 4 hours without a 15 minute break. All Production team members responsible.	1	2	2	
Slips/trips	Minor injuries such as concussions and strains are more likely in rehearsals for members of the cast and production team, or in theatre Technical work with backstage crew, due to the theatre environment (which may include poor or zero visibility). Most risks are magnified when visibility is impaired by darkness, including whilst backstage during a performance. Members of the public are at minor risk of trips if seating banks/etc are not lit properly with house lights.	Areas for rehearsals will be cleared by the production team and cast before rehearsal commences. In venue space any potential hazards such as steps and sharp corners shall be marked in white gaffa tape. Darkness will be minimised and technical work shall be done in full lighting, apart from when testing lights. If necessary backstage crew and ushers shall be given torch lights. House lighting shall be used as much as possible before a performance to reduce any risk to the public.	1	2	2	It is the responsibility of the stage manager to ensure visibility backstage. For example by using a low level of lighting, like blue lamps
Short Falls	Risks to cast and crew from short falls from set, theatre 'treads', and in the Nuffield theatre the grid access. Sprains, cuts, and other more serious injuries are possible.	All treads and staging must Have their edges made clearly visible by low level lighting or white gaffa tape. Members of the cast and crew to be made aware of the marked out stage edges. It is the stage managers responsibility to	1	2	2	Ensure correct safely procedures are always followed. During rehearsals and blocking, actors made to keep away from edges where possible.

Risk Assessment 2009

		make sure that all cast and crew are aware of any areas of risk.				
Falls of circa 3m	Risks to cast and crew falling From larger pieces of set, from the edge of the Nuffield Theatre stage, into an orchestra, or similar pit, or from ladders: broken bones/concussions or more serious injuries are possible.	All staging, edges and set with any risks associated to falls must be clearly marked with yellow and black gaffa tape. The stage manager and/or safely officer must make the cast and crew aware of any areas of risk. Ladders must be used in full lighting.	1	3	3	Ladders must also be used in compliance with the venue safely procedures. Where these are not present, basic procedure followed (one person holding base of ladder, one hand on ladder at all times, and follow manufacturers guidelines). Low level lighting should be used where ever possible. Yellow and black tape used to highlight major hazards.
Larger falls	Risk mainly applies to stage crew using high areas such as the Nuffield grid or its scaffold tower (telescope), injuries could range from seriously broken bones to death. There is also a risk anyone below the grid could be hit byfalling objects.	The use of such high-risk areas must be restricted and strictly controlled. Anyone using the grid or other high risk areas MUST have a Nuffield technical induction. Any person doing hazardous work taking place on the Nuffield grid must ensure that NO ONE is directly below on the stage. A sign must be placed at the entrance to the theatre stating no one should enter. Work should be done in full light, apart from lantern focusing.	0	5	0	When using the telescope Nuffield staff must be present as supervisors. All theatre technical procedures must be strictly followed in these hazardous situations. When someone enters theatre while work is being done in the grid, work CEASES until they leave/out of the way.
Low stage entrances	Low entrances may result in bangs and bruises to the head for cast and crew, in more extreme cases concussion or loss of consciousness; other injuries may be minor falls and	The entrances in question must be clearly marked, for example with white gaffa tape, and any risk of injury must be limited with appropriate padding. The stage manager and/or safely officer must	2	1	2	

Risk Assessment 2009

	associated injuries.	point out these hazards to the cast and crew.				
Stage fights	In the rare shows where these are used, minor injuries such as cuts, bruises, and sprains are possible, in rehearsals and in performance. If stage weapons are used, there are two more risks;1)Impact injuries from weaponry 2)Injuries from broken weaponry. (The risk here is to members of the public as well as to members of LUTG)	Fights will be rehearsed only with appropriately qualified persons present. The director (or other member of the production team must carefully rehearse the fight scene and is responsible for finding a suitably qualified person to advise. Stage weapons must be made of sufficiently robust material that the chance of their breaking during use is minimised, and must be tested (by the equipment officer) more than once in advance of any performance.	2	2	4	Stage weapons such as swords must be made or adapted in such a way that the risk of causing harm is minimised, for example blunting or covering sharp edges. Those being hit to wear protective padding underneath clothing. Broken equipment is cleared at earliest possibility. If serious, it is cleared immediately.
Strobe and other hazardous technology.	Strobe lighting, dry ice, stage smoke and other theatre effects that are potentially hazardous to some individuals (e.g. those with epilepsy or allergies) are occasionally used, which may cause minor to medium injury to members of LUTG/ the public.	Before their use, the stage manager must ensure that no susceptible member of the cast or technical crew will be exposed to them, by making them leave the room. A notice shall be displayed and an announcement will be made to let the audience know if hazardous effects are in use at any time during a particular show.	1	3	3	The safely officer must also ensure that any member of the cast, crew or public will be made aware if any hazardous technology they may be susceptible to is being used. Generally it is done by advertisement.
Pyrotechnics	In the rare shows where these are used, there is a risk of them either harming a member of the cast/technical crew/audience directly or of causing a fire.	They will Only be used to relevant venue safety regulations, and instructions specific to the effect being used, by a single nominated and qualified pyrotechnician. It is	1	4	4	Venue made aware, and follow there rules on pyrotechnics as well.

Risk Assessment 2009

		the responsibility of the stage manager to ensure the pyrotechnician is qualified. The operator must have a clear view of the area in which the effect is going to occur, and appropriate fire safety precautions must be taken by the stage manager (i.e. proximity officer extinguisher, flame retardants).				
Items of furniture	Used in most plays: must be moved around, frequently during the play and in near black-out. May cause strained backs/ similar injuries, to cast or crew, or crushed feet, or other parts of the body if dropped.	All movement of heavy items must be conducted using the correct lifting techniques under the greatest amount of light and with sufficient number of people, as seen fit by the stage manager for that item's weight. All other persons must stand well clear of furniture being moved. At the first rehearsal, the stage manager will demonstrate the correct lifting procedure to the cast and production team.	2	3	6	The stage manager must ensure that all members of cast and crew know the current lifting procedure <i>before</i> any rehearsal rooms are cleared for use. A practice is to be conducted in full lighting conditions.
Tools	Technical crew during the construction and putting together of set. Minor and major cuts.	Use of hand tools is allowed by trained technical crew, and some cast when under supervision (e.g. Get Out). Use of power tools is strictly limited to Equipment officers and/or senior technician and those who they deem proficient in there use.	2	3	6	Discuss with Alasdair this bit
Lanterns (and	Technical crew working with	All equipment needs to be PAT	0	4	0	Lanterns do not need a secondary

Risk Assessment 2009

<p>associated objects)</p>	<p>lanterns could suffer electrical shock, minor burns, and/or arm/back injury when lifting. Any loose items (when working in grids) could fall and injure those below.</p>	<p>tested, before use. All equipment rigged as a secondary device to secure it (a safety chain) this is a requirement to theatre venues by law, and so ultimately there responsibility also. Only members who have had a Nuffield induction may work in the Nuffield grid. And other venues have their own guidelines. (e.g. The Dukes Youth, only their own technicians may do grid work) when working in the Nuffield grid, no one is to be directly below, so as in the event of something falling, it will cause no harm.</p>				<p>device when used with a tripod. The area around the tripod is marked off, and the height is no more than 2.5m.</p>
<p>Nuffield Workshop & Nuffield Grid</p>	<p>Active space used by the Nuffield staff, contains many odd shaped pieces of material, stacked set and equipment and tools. A general hazard to anyone who enters. Trips, falls, scrapes, deep cuts, head injuries.</p> <p>The grid is the space above the stage, full of wires, low ceilings, and a large fall.</p>	<p>Stage manager should be the first person to enter and will give clearance to those who need it, for the show. Around the time of LUTG shows the workshop is inactive and so hazards reduced. The workshop is only ever unlocked and open when Nuffield staff are present.</p> <p>Only members with a Nuffield induction can go into the grid. Grid work ceases when someone enters the room. Work is never done with someone directly below. People can be in room to one side for such needs as focusing.</p>	<p>1</p>	<p>3</p>	<p>3</p>	

Risk Assessment 2009

Costumes	Clothing catching, being restrictive and affecting movement leading to tripping and falling, or restricting breathing leading to lack of concentration and/or fainting.	Clothes tried on and rehearsed in to check suitability. Cannot restrict movement or breathing, if person needs to be active. If restrictions made, then compromise with activity made.	1	1	1	
Clothing, Jewellery & Footwear	Inappropriate clothing, footwear and jewellery in rehearsals. Poses risk to those wearing said items and those around. If items catch or mean activities cannot be carried out could lead to trips an falls, minor bumps and scrapes.	Directors and stage managers job to make sure all inappropriate clothing replaced, and to inform cats of what is and isn't acceptable.	1	2	2	All members of production team responsible.
Van Loading/Unloading	For loading and unloading of set. Technical crew present could incur arm and back injuries.	Stage manager insures everyone is loading and lifting correctly and that everything is tied down once van is fully loaded.	2	4	8	Instead of Marshalls van hire, there is another company, 24/7 removals where they do all the loading and unloading and driving (and for cheaper) minimising risk to crew.
Socials	See General Code of practice	See General Code of practice	2	2	4	See General Code of practice
Trips – getting lost	Trips away from Lancaster and the university to other cities/venues (e.g. the Lowry, Manchester). Main hazard is getting lost in a place of unfamiliarity.	Any exec members of the trip will give out there mobile phone no's freely, and have a register of who is on the trip. Regular headcounts, and advanced planning (routes, buses, etc) will avoid anyone getting lost.	2	3	6	

7. Completed By:	Position	Date Completed
Alex Leonard	President	8/3/2009
Dorothy Cortvriend	Safety Officer	8/3/2009