

LAYCOCK STREET THEATRE RISK ASSESSMENT MANAGEMENT PLAN

ACTIVITY/AREA	HAZARD IDENTIFICATION	POTENTIAL RISKS	PROBABILITY/ EXPOSURE/ CONSEQUENCE			RISK ASSESSMENT	ELIMINATION OR CONTROL MEASURES
Entry and Egress of Theatre	Trip Hazard, Front Entrance, Step	Trips, Falls, Personal Injury	Remotely Possible	Frequent	Noticeable	10	Clearly identified step from paved area to asphalt roadway.
	Black Foyer Tiles Slippery When Wet	Slips, Falls, Personal Injury	Unusual but Possible	Infrequent	Noticeable	8	Warning signs placed in Foyer when raining outside and tiles get wet
	Proximity of Moving Vehicular Traffic	Pedestrian/ Vehicle Accident	Unusual but Possible	Frequent	Very Serious	500	Raised Speed Hump to slow traffic near entrance and provide a clear pedestrian access to theatre entrance.
Working in Bar/ Confectionary Kiosk	Manual Handling	Personal Injury	Unusual but Possible	Rare	Serious	20	Manual Handling Training in place. Heavy lifting restricted to certain members of staff.
	Use of Chemicals	Personal Injury, Poisoning	Remotely Possible	Infrequent	Serious	20	MSDS Available, Restricted access to Chemicals
	Working with Electrical Equipment and Hot Equipment	Electrocution, Burns	Remotely Possible	Frequent	Very Serious	200	Electrical Equipment Safety Checked. Appropriate Training for staff in equipment usage. RCD's protecting all electrical circuits.
	Trip Hazard, small step between store and kitchen	Trips, Falls, Personal Injury	Remotely Possible	Occasional	Noticeable	10	Step clearly identified with white marking

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Working in Don Craig Room. Setting up equipment, seating and tables	Manual Handling	Personal Injury	Unusual but possible	Occasional	Serious	90	Manual Handling Training.
	Use of Electrical Equipment	Electrocution	Remotely Possible	Frequent	Very Serious	200	Electrical Equipment Safety Checked. Inspections of electrical equipment for potential hazards before use. RCD's protecting all electrical circuits
	Working On Ladders	Falling from Heights	Unusual but possible	Frequent	Serious	150	Safe Work Procedures in place for ladder use.
	Loud Noise Levels, Amplified Music	Hearing Loss	Conceivable	Occasional	Serious	20	Sound Levels monitored and restricted to recommended exposure guidelines. Hearing Protection PPE available.
Working in Store Room near toilets	Low Ceilings	Head Injury	Quite Possible	Occasional	Noticeable	25	Low Ceilings marked with high visibility tape and warning signs in place
	Manual Handling	Personal Injury	Unusual but Possible	Occasional	Serious	100	Manual Handling Training

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Usage of Dressing Room P side of stage	Hot Water urn in Kitchen	Burns, Scalds	Remotely Possible	Occasional	Noticeable	10	Warning signs in place
STAGE Bump Ins/Outs, Rehearsals, Performances, Rigging.	Working with Electrical Equipment	Electrocution	Conceivable but very unlikely	Frequent	Very Serious	100	Electrical equipment safety tested and tagged. Inspections of equipment for hazards before every use. RCD's protecting all electrical circuits.
	Working at Heights	Falls, Personal injury	Remotely Possible	Frequent	Very Serious	300	Warning signs in place. Hazards identified in safety induction. PPE utilised for high-risk areas. Safe work procedures for use of ladders and tallescopes.
	Objects falling from heights	Personal Injury.	Conceivable but very unlikely	Continuous	Very Serious	200	All equipment at heights secured with a secondary safety chain. No loose objects taken onto catwalks. Regular maintenance checks on rigging equipment and fly system. Warning signs in place. Hazards identified in safety induction.
	Trip Hazards (Cables etc)	Trips, Falls, Personal Injury	Unusual but possible	Occasional	Noticeable	15	All cables taped down or covered with carpet and clearly identified. All trip hazards and steps clearly marked with white or glow tape

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STAGE Bump Ins/Outs, Rehearsals, Performances, Rigging.	Manual Handling	Personal Injury	Unusual but Possible	Frequent	Serious	150	Manual Handling Training. Guidelines for lifting large set pieces and equipment in place.
	Operating Machinery and Counterweight Flying System	Personal Injury, Injury to others	Conceivable but very unlikely	Frequent	Very Serious	100	Operation of Flying system and winches restricted to Trained Theatre staff and authorised operators. Regular maintenance checks carried out on rigging and logbook available. Safe work procedures in place. Warning signs in place. Identified during safety induction.
	Working in low lighting levels	Trips, Falls, Personal Injury, Injury to others	Remotely Possible	Frequent	Noticeable	10	Adequate low-level lighting supplied to all working areas. Hazards identified in safety induction.
	Light sensitivity (Strobing)	Risk of seizures in some people.	Remotely Possible	Infrequent	Important	8	Warning signs displayed when strobe in use. Strobe lighting not used for extended periods.

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STAGE Bump Ins/Outs, Rehearsals, Performances, Rigging.	Use of Smoke/Haze Effects	Respiratory Difficulties in some people.	Conceivable but very unlikely	Occasional	Noticeable	8	Warning signs displayed when in use. MSDS displayed.
	Exposure to High Sound Levels. Amplified Music.	Hearing Loss	Conceivable	Occasional	Serious	15	Sound levels monitored and restricted to safe exposure guidelines. PPE available.
AUDITORIUM Rehearsals/ Performances with Audience	Stairs Trip Hazard. Low Light Levels	Trips, Falls, Personal Injury	Unusual but Possible	Frequent	Noticeable	25	Stairs and passages illuminated in darkness. Hand rails in place to assist. Ushers equipped with torches to assist patrons.
	Exposure to high sound levels. Amplified Music.	Hearing loss	Conceivable but very unlikely	Occasional	Serious	15	Sound levels monitored and restricted to safe exposure guidelines. PPE available.
	Objects falling from Heights	Personal Injury.	Conceivable but very unlikely	Frequent	Very Serious	125	All equipment at heights secured with a secondary safety chain. No loose objects taken onto catwalks. Warning signs in place.

BIO BOX Technical Operation of Rehearsals and Performances	Working with Electrical Equipment	Electrocution	Conceivable but very unlikely	Frequent	Very Serious	100	Equipment safety tested and tagged. RCD's protecting all electrical circuits. Access to Bio Box restricted to trained theatre staff and authorised personnel
	Low light levels/Trip hazards	Trips, Falls, Personal Injury	Conceivable but very unlikely	Occasional	Noticeable	8	All cables taped down and clearly identified. Adequate low level working lights provided.
	Exposure to high sound levels. Amplified Music.	Hearing loss	Conceivable but very unlikely	Occasional	Serious	15	Sound levels monitored and restricted to safe exposure guidelines. PPE available.
WORKSHOP	Working with Power Tools, Electrical Equipment	Personal Injury, Injury to others, Electrocution	Remotely Possible	Infrequent	Important	10	Manuals available to ensure correct usage of tools. First Aid Kit in place. Equipment safety tested and tagged. Regular inspections to identify hazards before use. PPE available.
	Chemical Storage and Paint.	Fire Hazards, Poisoning,	Conceivable but very unlikely	Infrequent	Serious	10	No Smoking Signs in place. MSDS available for chemicals. PPE available.

