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| Work Activity / Task: | General Events - All Zones |
| Location: | The Blakehay Theatre |
| Date: | 08 th January 2020 |
| To be used in conjunction with a risk assessment produced by companies for their specific events, any special effects, and the Blakehay Fire Evacuation Plan. | |

| | Potential Hazard | Who is at Risk? | Existing Control Measures | Risk Rating | Additional Controls to reduce risk rating | Residual Risk Rating |
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| | Fire from flammables, electrical sources of ignition, arson, | All | <p>External doors are kept shut and locked at all times and are fitted with a Security Alarm System that is activated when the building is unoccupied. The external doors are only to be left open when there is a presence of employees or volunteers in the foyer. All doors are fitted with either a push bar or drop handle for opening out from the inside.</p> <p>Smoke alarm and Heat detectors are fitted throughout the foyer and are linked to a Fire Alarm System and an external monitoring system. This is tested every week in-house and also annually by external contractors and recorded in the Fire Log Book that is kept in the Fire Cupboard in the Foyer by the main front door.</p> <p>Fire Routes to be kept clear from any obstruction at all times and clean from any trip hazards and debris. 30 Minute Fire Doors are fitted to all rooms.</p> <p>Fire Doors are to be 'Kept Shut' at all times and are not to be propped open.</p> <p>Fire Routes checked regularly on a daily basis by</p> | Medium (3x5) 15 | | |

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| | | <p>Housekeeper in the morning and by Box Office Administrator before opening the doors to the general public and by the Duty Manager before any public Performances.</p> <p>A Fire Evacuation Plan is in place and distributed to all.</p> | | | |
| | Storage of Waste | All | Waste bins are emptied regularly to reduce the build up of flammable waste. | LOW (1 x 1) 1 | |
| | Electrical Source of Ignition | All | <p>All items are PAT tested annually by an approved contractor annually.</p> <p>Fire extinguishers in place and checked monthly by H&S Administrator and annually by contractors.</p> <p>Break glass points fitted and checked weekly by H&S Administrator.</p> <p>Confirm the fixed wiring/periodic inspection is fit for purpose and suitably comprehensive. Including checks for load capacity on extension leads and fuses.</p> <p>Companies prohibited from bringing in personal electrical equipment that has not been PAT tested.</p> <p>Theatre equipment to be PAT Tested annually.</p> | MED (3 x 4) 12 | |
| | Smoking | All | Smoking prohibited in the building including e-cigarettes and Vaping, a designated courtyard is available with cigarette extinguishers. | LOW (1 x 1) 1 | |

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| | Evacuation of vulnerable People & Compartmentation of Premises | All | <p>Evacuation plan produced covering this. Signage is in place around the building.</p> <p>Fire Doors in place partitioning each independent space</p> <p>Fire Door checking on open/closing procedures</p> | LOW (1 x 5) 5 | | |
| | Correct use of Ladders | All | <p>It is strictly forbidden for anyone to use ladders or work at height when Lone working.</p> <p>You must only work at height if you have been on a relevant working at height or ladder training course.</p> <p>They must ensure that they only use the appropriate equipment and are wearing the correct PPE.</p> <p>All Ladders are subject to a visual inspection before use and a recorded inspection every 3 months.</p> <p>No hirers are permitted to use the theatre's ladders without prior arrangement with the theatre manager or a copy that they have training in the safe use.</p> <p>It is your responsibility to visually check that the ladder is safe and fit for purpose before using it. If you find a fault with a ladder, do not use it, place a sign on it and inform the theatre manager straight away.</p> | LOW (2 x 3) 6 | | |

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| | Safe use of Ladders | All | <p>Avoid placing ladders where vehicle impact may occur. If unavoidable consider barriers and safety signs.</p> <p>Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.</p> <p>It is strictly forbidden for anyone to use ladders or work at height when Lone working.</p> <p>Should there need to be significant periods during the activity when a hand hold cannot be achieved that may result in injury then an alternative work platform must be chosen.</p> <p>Ensure that all ladders are secured before use i.e. tied off at the top or be fitted with a ladder stability device or wedged against the wall or footed.</p> | LOW (2 x 2) 4 | | |
| | Object dropped from height | All | <p>Anyone involved in working at height where an object is involved must be briefed before the procedure commences.</p> <p>No one must be working underneath whilst the procedure is being carried out.</p> <p>Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.</p> | LOW (2 x 2) 4 | | |

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| | <p>Working on the Gantry above the Technical Box</p> | All | <p>Only authorised personnel are permitted to work on the gantry with prior approval from the theatre technician or manager.</p> <p>Do not work on the gantry when you are lone working.</p> <p>Ensure that the hatch is shut whenever you are on the gantry to avoid falling through.</p> <p>Ensure that the gantry is well lit when working. Keep the floor clear of any cables or equipment.</p> <p>Keep back from the edge and do not go in front of the scaffold bars.</p> | <p>LOW (2 x 4) 8</p> | | |
| | <p>Slipping on liquids that have leaked or spilled.</p> <p>Slipping or tripping over waste, such as off cuts or other debris.</p> <p>Slipping or tripping over stock that is stored on the floor.</p> <p>Slipping or tripping over stock that has moved on pallets, exposing ends.</p> <p>Slipping or tripping when walking over product.</p> | All | <p>Everyone is responsible for keeping their own work area clean and tidy.</p> <p>All cables etc are securely taped down & performers warned.</p> <p>Cleaning equipment is readily available.</p> <p>Housekeeper employed.</p> <p>Stored items have their designated areas.</p> <p>It is your responsibility to report hazards to Theatre Staff.</p> <p>Performers should be informed that they must clear any spillages immediately and how to do this. Water & Fluids only to be used during performance at the permission of the Theatre Manager.</p> | <p>LOW (3 x 2) 6</p> | | |

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| | | | All accidents or near misses to be reported and recorded to a member of staff and in the Accident Book. | | | |
| | Slips trips and falls causing bruising, dislocation of joints, broken bones, head injuries, back injuries etc. | All | <p>Wear suitable footwear.</p> <p>Floor is kept in good condition, with no holes or hidden changes in height.</p> <p>Debris is cleared away straight away.</p> <p>Any spills or leaks are cleared straight away.</p> <p>All accidents or near misses to be reported and recorded to a member of staff and in the Accident Book.</p> | LOW (2 x 4) 8 | | |
| | Staging or Props catching alight | All | <p>All staging and any props to be treated with Flamgard.</p> <p>No staging or props to be near sources of heat e.g. Lights.</p> <p>All staging to be checked after installation by the Theatre Technician or manager.</p> | LOW (1 x 5) 5 | | |
| | Staging collapse | All | <p>Any staging or props to be built by trained crew with consideration to the size of the stage & people using it.</p> <p>All staging & props to be visually inspected by performers before each performance.</p> <p>All staging to be checked after installation by the Theatre Technician or manager.</p> | LOW (1 x 5) 5 | | |

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| | Falling off stage | All | <p>Small step down at edge of stage.</p> <p>Performers to be warned verbally about edge of stage by person in charge of production.</p> <p>All accidents or near misses to be reported and recorded to a member of staff and in the Accident Book.</p> | <p>LOW (4 x 1) 4</p> | | |
| | Get Out/Get In | All | <p>All get out's/Get ins are to be carefully managed by the visiting company and the Theatre Technical staff.</p> <p>No member of the company or public will be allowed back onto the stage after a performance until clearance is given from the Duty Manager that the audience is clear.</p> <p>Visiting company to allocate a 'Designated Person' responsible for the safe set up, take down and storage of any scenery during get in and get outs. This person is to make themselves known to the Theatre Technician on arrival to the theatre.</p> <p>As much as reasonably practicable, the visiting company are to provide a Method Statement that lists how they intend to put up and take down any scenic elements. This includes fixtures, materials and storage.</p> | <p>LOW (3 x 3) 9</p> | | |

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| Author of assessment: | Signature: | Sally Heath | Date: | 08/01/2020 |
| Manager: | Signature: | Sally Heath | Date: | 08/01/2020 |

Review:

A review of this risk assessment is due for completion within 12 months of the last review or when a situation, equipment or employee changes. The review must be recorded below and if necessary a new assessment should be completed.

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| To be completed by person conducting review: | | | |
| Name: | | Signature: | |
| Date: | | | |
| Any comments regarding risk assessment: | | | |
| | | | |
| Is this risk assessment still relevant? | YES | | |

If no a new risk assessment should be completed and attached to the front of this assessment.