

There is a separate Risk Assessment for use of Pyrotechnics.

			General Event Risk Assessment				
Location/Dept.: Blakehay Theatre			Date Assessed: 18/03/22		Assessed by: Sally Heath		
Task/ Activity: General Event			Review Date: March 2023		Reference Number: 019		
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Housekeeping	Storage of Waste	Employees, Volunteers, Contractors, Hirers and General Public	<p>Staff are encouraged to keep workplaces tidy and clean. Free of waste and dust.</p> <p>All rubbish is cleared from the building and disposed of after a performance where open to the public.</p> <p>All internal waste bins are emptied on a daily basis or when full and placed in outside skip.</p> <p>A metal lockable skip used for storage of waste in outside area. Regular collections of bin at rate to avoid overflow</p> <p>Skip is kept locked to avoid anyone putting in any flammable materials.</p>	2	1	2	
	Maintenance/ Basement materials, resources and storage of	Employees, Contractors, Hirers	<p>Any flammable products bought into the theatre by hirers or contractors must be removed and not left in the building overnight.</p> <p>Any Flammable and Hazardous products are stored in a locked metal</p>	2	1	2	

	<b>Flammable materials.</b>		cabinet with COSHH Data Sheets and Risk Assessments for each product and reviewed annually. Little or no flammable materials to be purchased				
	<b>Electrical Source of Ignition</b>	Employees, Volunteers, Contractors, Hirers and General Public	All items are PAT tested annually by an approved contractor annually. All items are visually inspected before each use.  Approved contractors are used who have completed and signed a Health & Safety agreement with the Town Council.  Employees, volunteers and hirers are prohibited from bringing in personal electrical equipment without a valid PAT test sticker.	2	1	2	The fixed wiring/periodic inspection is in the process of procurement for a re-wire of the building to start in Mid 2020.
	<b>Extension Leads</b>	Employees, Volunteers, Contractors, Hirers and General Public	Extension Leads are kept to a minimum and only used where necessary and not overloaded.  Wound Extension leads must be fully extended before use.  No extension leads may be trailing and must be taped down to avoid a trip hazard.  Block Plugs are prohibited in the building.				
<b>Maintenance &amp; Security</b>	<b>External Doors</b>	Employees, Volunteers, Contractors,	<b>External doors are kept shut and locked</b> at all times and are fitted with a <b>Security Alarm System</b> that is	2	1	2	

		Hirers and General Public	<p>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.</p> <p>All doors are fitted with either a push bar or drop handle for opening out from the inside.</p> <p>CCTV covering external doors.</p> <p>Letterbox closed off to avoid arson attack.</p>				
	<b>Internal Building</b>	Employees, Volunteers, Contractors, Hirers and General Public	<p><b>Smoke alarm and Heat detectors</b> are fitted throughout the foyer and are linked to a <b>Fire Alarm System and an external monitoring system</b>. This is tested every week in-house and also every 6 months 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><b>Fire Routes</b> 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><b>Fire Doors</b> are Kept Shut at all times and are not to be propped open.</p> <p><b>Fire Routes</b> checked regularly on a daily basis by the Housekeeper in the morning and by Box Office Administrator before opening the doors to the general</p>				

			public and by the Duty Manager before any public Performances.				
	<b>Smoking</b>	Employees, Volunteers, Contractors, Hirers and General Public	Smoking prohibited in the building, a designated courtyard is available with cigarette extinguishers.  E-cigarettes & Vaping is also prohibited in the building and signage is displayed.	1	1	1	
<b>Emergency Planning &amp; Raising the Alarm</b>	<b>Planning</b>	Employees, Volunteers, Contractors, Hirers and General Public	A Fire Evacuation Plan is reviewed each year and communicated to all staff and hirers. It is available on our website to download and kept on site.  The site is fitted with a Fire Alarm system that is monitored and the Fire Brigade automatically called.  All Fire Exit Doors and Routes are checked monthly and before a public performance.  All staff have training on how to evacuate the building and Fire Training.				
	<b>Evacuation of vulnerable People</b>	Employees, Volunteers, Contractors, Hirers and General Public	Evacuation for a show discussed and walked through with staff. All staff have evacuation plan dependant on their shift role and these are written down on Evac cards and these are given to staff and volunteers at the start of a shift.  GEEPS poster up on Box Office asking vulnerable people to inform staff before	3	1	3	

			<p>a performance if they will need help evacuating the building.</p> <p>PEEPS – all staff complete a PEEPS form and this is reviewed annually.</p> <p>Signs are in place showing the evacuation route.</p>				
	<b>Compartmentation of Premises</b>	Employees, Volunteers, Contractors, Hirers and General Public	<p>Fire Doors in place partitioning each independent space.</p> <p>Fire Door checking on open/closing procedures is done monthly.</p>	1	1	1	
General	<b>Reviews &amp; visits</b>	Employees, Volunteers, Contractors, Hirers and General Public	<p>The premises undergo regular checks by the local fire brigade watches to ensure that they are aware of the building layout.</p> <p>An independent Fire Risk Assessment is carried out annually by an external company.</p>	1	1	1	
<b>Working at Height</b>	<b>Correct use of Ladders</b>	Employees, Contractors & Hirers	<p>It is strictly forbidden for anyone to use ladders or work at height when Lone working.</p> <p>Employees must only work at height if they have been on a relevant working at height or ladder training course. 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>				
	Safe use of Ladders	Employees, Contractors & Hirers	<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</p>				

			<p>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>				
<b>Working at height</b>	Object dropped from height	Employees, Contractors & Hirers	<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>It is strictly forbidden for anyone to use ladders or work at height when Lone working.</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>				
	Working on the Gantry above the Lighting Box	Employees, Contractors & Hirers	<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>				
<b>Installation of staging by companies, and use during a performance</b>	Staging or Props catching alight	Companies, Employees & Volunteers, Public	<p>All staging and any props to be treated with Flamgard</p> <p>No staging or props to be set near sources of heat e.g. Lights</p> <p>All staging to be checked after installation by the Theatre Technician or manager.</p>	4	1	4	
	Staging collapse	Companies, Employees & Volunteers, Public	<p>Any staging or props to be built by trained crew with consideration to the size of the stage &amp; people using it.</p> <p>All staging &amp; 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>	3	1	3	
<b>Performing</b>	Falling off stage	Company, Employees	<p>Small step down at edge of stage.</p> <p>Edge of the stage is painted white for visibility in change of level.</p> <p>Performers to be warned verbally about edge of stage by person in charge of production.</p>	1	2	2	



	Slips / Trips / Falls		<p>All cables etc are securely taped down &amp; performers warned.</p> <p>Stage floor cleaned regularly.</p> <p>Performers should be informed that they must clear any spillages immediately and how to do this.</p> <p>Water &amp; Fluids only to be used during performance at the permission of the Theatre Manager.</p>	1	1	1	
Installation & Removal of Staging	Get Out/Get In	Company, Employees	<p>All get out's/Get ins are to be carefully managed by the visiting company and the Theatre Technical staff.</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>	3	2	6	
<b>Slips, Trips &amp; Falls</b>	Slipping or tripping over waste, such as off cuts	Employees Contractors Members of the Public	<p>All employees are responsible for keeping their own work area clean and tidy.</p> <p>Cleaning equipment is readily available.</p>	2	2	4	

	<p>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>		<p>Employees to monitor areas of their responsibility.</p> <p>Stored items have their designated areas.</p> <p>Employees are trained to stack correctly and check loads.</p> <p>Employees are advised not to walk on stored items.</p> <p>Maintain and monitor existing controls.</p> <p>Formally remind employees of their responsibility to keep their work area clear of trip and slip hazards.</p> <p>Formally remind employees of their responsibility to report hazards to Supervisors.</p>				
	<p>Slips trips and falls causing bruising, dislocation of joints, broken bones, head injuries, back injuries etc.</p>	<p>Employees Contractors Members of the Public</p>	<p>Employees wear suitable footwear, no open toed shoes, open backed shoes, high heels, slippery soles or heels; shoes with laces must be laced up</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>	3	2	6	

			Maintain and monitor existing controls				
	Acts of Terror through Explosives bought into the building	Everyone	<p>All staff to be vigilant of others. Is anyone acting suspicious? Do they look they should be in the building? Are there any suspicious packages or parcels lying around?</p> <p>If you feel unsure about anyone please use your radio (performances) to call another member of staff to observe with you.</p> <p>Inform management as soon as possible as responsibility for the initial decision making remains with the management of the location being threatened.</p> <p><b>REMEMBER</b> Dial 999 and follow police advice. Seek advice from the duty manager as soon as possible.</p> <p>If you are unable to do use the radio link to contact the CCTV operator and use the panic button in the Box office as this is a silent alarm, to alert authorities.</p>	5	1	5	

<p>Acts of Terror through cars or vans outside the building</p>		<p>Everyone</p>	<p>All staff to be vigilant of others. Has this vehicle been parked there for a long time? Does it have multiple Parking tickets? Does it look abandoned?</p> <p>If you feel unsure about anything please use your radio (performances) to call another member of staff to observe with you.</p> <p>If you are still unsure, contact the police or use the radio link to contact the CCTV operator.</p>	<p>5</p>	<p>1</p>	<p>5</p>	
<p>Acts of Terror through telephone , email or social media</p>		<p>Everyone</p>	<p>Do not reply to, forward or delete the message</p> <p>Inform management as soon as possible as responsibility for the initial decision making remains with the management of the location being threatened.</p> <p>Collect as much information as possible.</p> <p>Note the sender's email address or username/user ID for social media applications</p> <p>Preserve all web log files for your organisation to help the police investigation (as a guide, 7 days prior to the threat message and 48 hours after)</p> <p>If you feel unsure about anyone please use your radio to call another member of staff to observe with you.</p>	<p>5</p>	<p>1</p>	<p>5</p>	

			<p>If you are still unsure, contact the police or use the radio link to contact the CCTV operator.</p> <p>REMEMBER Dial 999 and follow police advice. Seek advice from the duty manager as soon as possible</p>				
	<p>Safeguarding is about being aware of the wellbeing of children, young people and vulnerable adults who you come into contact with during your working day.</p>	Everyone	<p>All staff to see the Health &amp; Safety PowerPoint presentation as part of their induction process.</p> <p>All staff to undertake External Safeguarding Training.</p>	1	1	1	
	<p>Safeguarding is everyone's responsibility, but it is not your responsibility.</p>	Everyone	<p>There are two designated safeguarding officers at the Blakehay Theatre. Sally Heath Robert Heath</p> <p>Tania Middlemiss is the Safeguarding Officer for Weston-super-Mare Town Council.</p>	1	1	1	

	<p>y to investigate any concerns, only to pass them on to your Designated Safeguarding Officer.</p>						
	<p>Safeguarding means protecting children or vulnerable people from abuse, or maltreatment and preventing harm to their health or development. 'Harm' can mean physical, sexual or emotional abuse, neglect, or</p>	<p>Everyone</p>	<ul style="list-style-type: none"> <li>- avoid being alone with a child/vulnerable person</li> <li>- do not be overly familiar in your language, exchange mobile phone numbers or become 'friends' on social media</li> <li>- ensure that only DBS checked staff take photographs, with written permission from parents/carers</li> <li>- avoid physical contact</li> </ul>	<p>1</p>	<p>1</p>	<p>1</p>	

	<p>self-harming. If you are in a position of trust, it is important to work within safe boundaries.</p>						
	<p>If a child or vulnerable person does make a disclosure to you, always inform them that you will have to pass the information on, never agree to keep it to yourself, do not prompt them for information, just listen and record what they</p>	<p>Everyone</p>	<p>Fill in the Safeguarding form and forward it to your Designated Safeguarding Officer as below. DSOs should then send the completed referral forms to Tania for central filing, once the incident has been processed.</p>	<p>1</p>	<p>1</p>	<p>1</p>	

	say as accurately as you can and do not make any personal comment.						
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**Risk/Priority Indicator Key**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so

**Risk Assessment Agreement**

All employees undertaking this task must read this assessment and sign below to state they have understood its contents and agree to work to the control measures.

Name:		Signature:		Date:	
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**Risk Assessment Review**

**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.

To be completed by person conducting review:

<b>Name:</b>		<b>Signature:</b>		<b>Date:</b>	
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Any comments regarding risk assessment:

<b>Is this risk assessment still relevant?</b>	<b>YES</b>	<b>NO</b>
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*If no a new risk assessment should be completed and attached to the front of this assessment.*

