

VGW-plan Sutra



Productie	Sutra
Gezelschap	Sidi Larbi Cherkaoui
Producent	Van Baasbank & Vos
TOT technisch producent	Marijcke Voorsluijs
TOT technicus	Maarten van Dorp
Technicus gezelschap	Andy Downie

Inleiding

Voor deze productie is door de technisch coördinator van de producent dit Veiligheids-, Gezondheids- en Welzijnsplan (VGW-plan) opgemaakt in aanvulling op de risico-inventarisatie van het gezelschap, omdat de technische productie in onderling overleg is verzorgd. Dit document is mede tot stand gekomen op grond van informatie gegeven door de technicus van het gezelschap. Ten aanzien van mogelijke risico's voor medewerkers van het gezelschap en het theater en voor het publiek, in verband met veiligheid, gezondheid en welzijn, zijn de volgende onderwerpen onderzocht.

Verantwoordelijkheden

De verantwoordelijke persoon vanuit het gezelschap voor veiligheid, gezondheid en welzijn bij deze productie is de technicus. De eindverantwoordelijkheid t.a.v. de veiligheid van theatermedewerkers en publiek ligt bij het theater. De verantwoordelijkheid voor de uitwisseling van gegevens ligt bij de technisch coördinator. Gedurende de tournee is de Nederlandse technicus van TOT aanspreekpunt voor theater en gezelschap tijdens opbouw, repetitie, voorstelling en afbouw.

Decor

Het decor van het gezelschap is onderdeel van hun risico-inventarisatie die is bijgevoegd. Het bouwen van een platform voor de muzikanten en instrumenten ligt in handen van het theater. Graag bij de keuze van het materiaal, de planning van de opbouw en de beslissing wie de opbouw verzorgt rekening houden met de veiligheid van alle betrokkenen. Zorg voor duidelijke markering, stevige trappen, leuning en schopranden. De vleugel van het theater komt op het platform te staan. Het is aan het theater om te zorgen dat het platform hiervoor stevig genoeg is, en de vleugel er op een veilige manier op gehesen kan worden. De precieze positie en afmetingen van het platform per theater blijken uit de tekeningen van het gezelschap die de technisch coördinator vooraf toestuurt. Het is aan het theater om voor deze processen een aparte risico-inventarisatie te verzorgen.

Kostuums

Bij het maken van de kostuums en rekvisieten is rekening gehouden met draagcomfort en hanteerbaarheid. De kostuums zijn 'alledaagse' kledingstukken.

Licht

Ten behoeve van het lichtplan wordt een combinatie gemaakt van materiaal van het theater en door de producent ingehuurde apparatuur. Deze apparatuur wordt regelmatig gecontroleerd.

Geluid

Er wordt gebruik gemaakt van materiaal van het theater, aangevuld met door de producent ingehuurde apparatuur. Het geluidsvolume is bescheiden.

Speciale effecten

Er wordt geen gebruik gemaakt van rook, open vuur, water of andere speciale effecten.

Toneel

De ruimte rondom het toneel is tijdens de voorstelling donker. Kabels worden zoveel mogelijk gebundeld weggewerkt in de in het theater aanwezige goten of op de vloer afgeplakt. Waar nodig graag anti-struikelmatten. Het brandscherm wordt niet geblokkeerd en kan normaal gesloten worden. De Nederlandse technicus zal samen met de techniek van het theater

VGW-plan Sutra



toezien op de veiligheid op en om het toneel in het algemeen (brandblusmiddelen, EHBO-middelen, nooduitgangen, vluchtwegen etc.).

Publiek

Er wordt niets in de zaal geplaatst, er zijn geen stroboscopen etc., geen bijzonderheden op dit punt.

Personeel

Het technisch personeel van het gezelschap en de producent is voldoende geschoold en gekwalificeerd. Behalve bij het stellen van licht wordt er niet op hoogte gewerkt. Voor het stellen van het licht wordt materiaal van het theater gebruikt.

Werk- en rusttijden

De planning van de tournee is dusdanig opgezet dat de medewerkers voldoende rust krijgen, een en ander geheel volgens de Nederlandse arbeidstijdenwet.

S A D L
E R S W
E L L S

"Sutra"

European & Canadian Tour - Spring 2018

Risk Assessments Pack v1

About the risk assessments

The risk assessments contained in this document have been prepared for the 2018 European & Canadian Tour of Sadler's Wells production of "Sutra".

They have been prepared by Andy Downie, Touring Production Manager for Sutra, with experience of UK and international touring and events. Assessments have been drafted from information supplied by manufacturers, suppliers, production staff and management.

Effective safety management depends on all staff working together to ensure all significant risks are identified and eliminated/suitably controlled. If an event or a change in process or personnel highlight a need for the risks to be re-assessed, it is important that the hazards and existing control measures are re-evaluated to make sure that everything possible is being done to prevent risk of harm through a work task. An effective controlled regime can only be established with full co-operation and communication with those involved.

The purpose of the assessments is to identify measures to reduce any risks from staging the production to the lowest possible level. Sadler's Wells, as a responsible company is committed to making every resource available to maintain a safe workplace. The health, safety and welfare of their employees and others affected by their actions is regarded by Sadler's Wells as a management priority, of equal importance to other production commitments.

We believe that unsafe acts and conditions are preventable, and that no process, in any of our operations, is so urgent or so important that we cannot find a practical, effective, safe, and healthy way of carrying it out.

The identification of significant risks and the design and implementation of effective control measures to reduce those risks to the lowest practicable level will enable the production to be staged in the safest way possible for all company members and any contractors involved in the production, in whatever capacity. Potentially hazardous activities such as those involving work at height or manual handling can form an essential part of stage the production, and the producer will ensure that all necessary efforts are taken to ensure the staff involved in such activities are competent to do so, and are given the necessary resources and assistance to undertake them safely.

Sadler's Wells recognises, understands, and will fulfil their obligations to provide a safe workplace, and expect as an absolute minimum, that all production staff fully understand and comply with their own legal duty to protect themselves and other affected by their work activities.

Certain staff members may be given additional responsibilities for safety management. Any necessary assistance will be provided to those employees to fulfil this responsibility.

Additional risk assessments will be provided as required for other work activities, such as specific assessments of hazards arising from the use of special effects in the production.

The next page gives information on how to read and interpret the risk assessments.

How to read the assessments

The first column identifies the hazard being assessed, with a brief description of the possible cause and effects of injury or harm.

The next column identifies the number and type of persons directly at risk from the hazards.

The third column shows the likelihood and magnitude of potential harm from the hazard if no controls were in place at all, to give an indication of the nature of the risk (High, Medium or Low). Numerical values are placed on the likelihood and severity of harm as indicated in the table below, ranging from very unlikely or minor injury through to highly likely or severe injury or fatality. The multiplication of the two values give a numerical representation of the result risk, simplistically, the higher the value, the greater the risk.

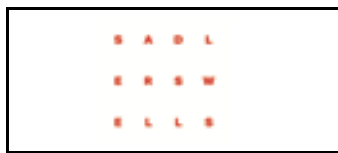
Any existing or new control measures are considered in the next column, which may help to reduce the chance of harm occurring or mitigate the effect of an incident. In many cases, it is impossible to reduce the effect of incident (severity) such as a fall from height where any fall could result in a serious injury, but the likelihood of a fall occurring in the first place can be altered by provision of a guardrail for example, or use of a safety harness to prevent a fall.

Finally, the residual risk is calculated after taking these control measures in consideration, giving an indication of whether the risk is acceptable or not. Any residual risk scored as 'High' will not be tolerable and immediate action must be taken to reduce the risk before performing the activity. Medium risks may be tolerable depending on the frequency and duration of exposure, and the practicability of introducing further controls.

The assessor, date, and circumstances requiring a review of the assessment are also recorded.

A simple example is given below, there the initial risk is High without any control measures, but is reduced to Low risk after the provision of a guard rail to prevent a fall occurring. The severity of the fall remains constant.

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk			Residual Risk after Controls	
Fall from height from an unguarded edge	Production Crew Performers	Likelihood	4	Provision of guard rails to prevent fall		Likelihood	1
		Severity	5			Severity	5
		Risk Rating	20			Risk Rating	5
		HIGH	LOW				
Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur	Assessed by:	
1: Very Minor Injury	1	2	3	4	5	Assessor	
2: Minor Injury	2	4	6	8	10	Date:	
3: Time off Due to Injury	3	6	9	12	15	Date of completion	
4: Serious Injury	4	8	12	16	20	Review Assessment	
5: Fatality	5	10	15	20	25	In event of ...	



RISK ASSESSMENT

NUMBER

001

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity **General Touring Risks**

Description of Activity **Work may require overnight working, historic sites, language difficulties leading to risk, outdoor sites.**

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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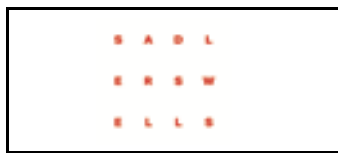
Outdoor sites, risk of heat, sunstroke, dehydration, risks of cold, rain and snow causing wet clothes	Production crew, contractors, performers on occasion	Likelihood	3	Staff to remain well hydrated Protection from weather to be made available - shelter, clothing (hats, waterproofs) Breaks to be scheduled to allow respite from climate/weather conditions	Likelihood	2
		Severity	3		Severity	3
		Risk Rating	9		Risk Rating	6
		MEDIUM			LOW	

Historic sites, unusual buildings or configuration of stage, risk of falls, trips, abrasions	Production crew, contractors, performers on occasion	Likelihood	3	Full site exploration and induction necessary Touring TD/PM to ensure all performers and touring staff are aware of site practicalities	Likelihood	2
		Severity	3		Severity	3
		Risk Rating	9		Risk Rating	6
		MEDIUM			LOW	

Travelling to and from the venue, movement around the venue, risks from unfamiliar traffic or at risk of being in unfamiliar locations	All Personnel	Likelihood	2	Care to be taken on public transport and with local traffic Dance Umbrella staff will identify needs and provide pastoral and practical welfare and support for all staff	Likelihood	2
		Severity	2		Severity	2
		Risk Rating	4		Risk Rating	4
		MEDIUM			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
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3: Time off Due to Injury	3	6	9	12	15
4: Serious Injury	4	8	12	16	20
5: Fatality	5	10	15	20	25

Assessed by: Andy Downie
Date: February 2018
Review Assessment in event of accident or near miss/annually



RISK ASSESSMENT

NUMBER

002

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity: Fire Safety & Emergency Procedures

Description of Activity: Emergency Procedures including fire safety and evacuation in event of fire or other emergency such as suspicious devices

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Failure to act on hearing fire alarm, leading to burns, asphyxiation or possible fatalities.	All Personnel	Likelihood	3	Ensure all production staff, contractors and visitors are made aware of method and sound of rehearsal studio or venue fire alarm, including any warning tones. Venue staff to advise production personnel when fire alarm tests take place to avoid false alarms or failure to respond to emergency. Company members should sign in and out of venue, so an accurate record of persons on site is available in emergency.	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

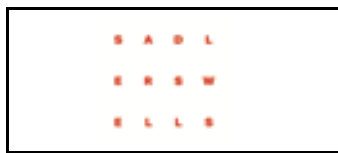
Failure to find exit in event of fire or emergency leading to burns, asphyxiation or possible fatalities.	All Personnel	Likelihood	3	All production staff, contractors, and visitors should take note of emergency exit routes and assembly points as indicated by fire action notice signs at the rehearsal and performance venues. In case of evacuation, a roll call will be held by production manager/company manager. All company members have an individual responsibility to familiarise themselves with emergency routes in rehearsal and performance venues, including secondary escape routes. Heads of Departments should ensure department staff understands emergency procedures, evacuation routes and assembly points.	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

Blocked Fire Exits as a result of poor housekeeping or unsuitable storage of equipment. (Burns, asphyxiation or fatalities.)	All Personnel	Likelihood	3	Never block fire exits with equipment or rubbish. Report any blocked exits to HOD, supervisor or venue personnel. Ensure exit routes are checked regularly and remain clear during all activities, including fit up and rehearsals.	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

First Aid Arrangements	All Personnel	Likelihood	3	Suitable first aid equipment will be available during activities at the rehearsal studio. A production accident book will be available. Incident forms should be used to record any accident or near miss. All personnel working at the rehearsal & performance venues should make sure they know of the identities of first aiders, location of first aid equipment, how to summon first aid assistance, and how and where to report accidents.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
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5: Fatality	5	10	15	20	25

Assessed by:
Andy Downie
Date:
February 2018
Review Assessment
in event of accident or near miss/annually



RISK ASSESSMENT

NUMBER

003

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity: Fire Safety & Emergency Procedures

Description of Activity: Emergency Procedures including fire safety and evacuation in event of fire or other emergency such as suspicious devices

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Inaccessible Fire Fighting apparatus as a result of poor housekeeping or unsuitable storage or equipment. Burns & Asphyxiation.	All Personnel	Likelihood	3	Never block fire fight or emergency apparatus with equipment or rubbish. Report any blocked emergency apparatus or equipment to HOD or rehearsal/performance venue staff. Ensure clear route to emergency apparatus is maintained at all times. Regular checks to be made during rehearsal periods.	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

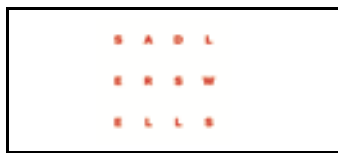
Inaccessible final exit doors as a result of security chains or locks still fitted. Burns, asphyxiation or fatalities.	All Personnel	Likelihood	3	All production staff, contractors and visitors should be made aware of which specific emergency routes to be used during activities at the rehearsal & performance venues. Venue staff to ensure that security locks on all fire doors are removed during work activities. If work is taking place outside normal working hours or if exit routes are restricted for security reasons, venue staff must ensure that production staff and contractors are aware of designated exit routes for emergency use.	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

Crush injuries sustained during panic to exit building in an emergency situation.	All Personnel	Likelihood	3	All company members and production staff to be informed of correct action to take during emergency evacuation including the need to remain calm and exit the building in an orderly and controlled fashion and not returning to collect belongings or until an all clear is given by venue staff & emergency services if in attendance.	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

Fire, caused by discarded cigarette, leading to burns, asphyxiation or possible fatalities	All Personnel	Likelihood	3	All staff must observe No Smoking Policy within rehearsal & performance venues and only smoke in the designated areas. Please dispose of any cigarette ends carefully in provided bins. No smoking policy applies to all work areas including lobbies and all work or rehearsal areas, including delivery vehicles or loading areas. Care should be taken when extinguishing and discarding cigarettes to reduce risks of starting a fire.	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

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Assessed by:
Andy Downie
Date:
February 2018
Review Assessment
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RISK ASSESSMENT

NUMBER

004

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity **Vehicle Movements**

Description of Activity **Scenery and other equipment is moved around in Large Goods Vehicles which must be manoeuvred into loading areas**

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Person is struck by moving vehicle during approach to load in area. Injuries such as fractures, severe bruising, crush injuries or fatalities.	Production Crew Contractors General Public	Likelihood	3	Wherever possible, pedestrians should be separated from vehicles by a fixed barrier or clearly marked safe pedestrian routes. Where vehicles are moved across pedestrian areas, competent banksmen should assist in marshalling pedestrians away from vehicle route and act as additional 'eyes' for the driver. Visual contact with driver is essential and use of high viz PPE may be advisable, especially during night-time vehicle movements. Vehicle speeds should be kept to an absolute minimum during manoeuvring.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

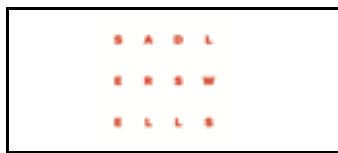
Person becomes trapped or crushed behind reversing vehicle. Injuries such as fractures, crush injuries or fatalities.	Production Crew Contractors General Public	Likelihood	3	Extreme caution when reversing vehicles. Precautions such as marshalling & temporary barriers may be required to ensure general public do not pass behind vehicle. Where a banksman is used, they must be competent and always ensure they remain in visual contact with driver. Extra care must be taken in poor weather or night-time vehicle movements. Vehicle speeds should be kept to an absolute minimum during manoeuvring to reduce risk of injuries and give greater allowances to stop movement if an obstacle or hazard is spotted.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

Collision between vehicles during movements. Injuries to drivers, passengers or pedestrians	Production Crew Contractors General Public	Likelihood	3	Co-ordination of load in schedule to organise deliveries in a logical order and avoid unnecessary multiple vehicle movements. Scheduling and Co-ordination of multiple deliveries. Vehicle movements in loading area to be restricted to minimum necessary, wherever possible, only one vehicle moving at any one time. Vehicle speeds should be kept to an absolute minimum during manoeuvring to reduce risk of injuries and give great allowances to stop movement if an obstacle or hazard is spotted.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

Pedestrians or workforce injured by collision with vehicles attempting to overtake or move around delivery vehicle. Serious injuries or fatalities	Production Crew Contractors General Public	Likelihood	3	Extreme care to be taken by all workers during vehicle movements or deliveries, awareness of other traffic essential. Good vehicle access to be found for all rehearsal venues to reduce risks to public from crossing traffic routes during unloading or loading. Supervision of all vehicle movements into or out of loading areas to warn other road users of hazards, including temporary halting of traffic during manoeuvres where appropriate.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

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5: Fatality	5	10	15	20	25

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Andy Downie
Date:
February 2018
Review Assessment
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RISK ASSESSMENT

NUMBER

005

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity Loading & Unloading of Equipment

Description of Activity Scenery, Props and other equipment is packed or unpacked from vehicles

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Load has moved during transit and is unstable, leading to crush injuries or fractures, abrasions. Heavy loads may cause serious injuries or even fatalities	Production Crew Contractors	Likelihood	3	Ensure that a competent person has secured load at previous venue. Ensure that pack is tied off, extreme caution to be taken when releasing ties or load bars in case load has shifted. Additional support may be required to support load as ties released. Suitable Foot Protection such a steel toe capped and steel mid soled footwear to be worn wherever there is a risk of loads falling onto or crushing worker's feet.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

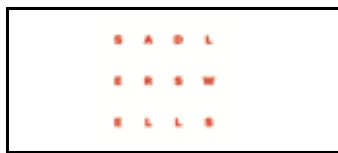
Musculoskeletal injuries caused by incorrect lifting techniques or insufficient staff levels to safely move objects	Production Crew Contractors	Likelihood	4	Ensure enough competent, trained staff are available to safely lift or move equipment. Ensure all staff are aware of correct lifting techniques and posture. Wherever possible, weight of load and any awkward or unbalanced loads to be clearly indicated on piece. Good communication essential for team lifting. One person co-ordination lift. Clear instruction of sequence and activity required for entire handling operation. Team to comprise of suitably matched personnel.	Likelihood	2
		Severity	3		Severity	3
		Risk Rating	12		Risk Rating	6
		MEDIUM			LOW	

Slips, Trips or Falls caused by obstructions to get in route, leading to fractures, abrasions or bruising.	Production Crew Contractors	Likelihood	3	Ensure no obstructions in the path of loading route from venue. Visual checks on route before commencing activity. Cable runs to work lights etc to be routed away from loading route. Ensure route has sufficient gripping surface to avoid slips, take extreme caution during wet weather. Any spillages or contamination to be cleared away before allowing any loading activities to continue.	Likelihood	2
		Severity	5		Severity	3
		Risk Rating	15		Risk Rating	6
		HIGH			LOW	

Poor lighting conditions leading to increased risk of injury through slips, trips and falls or striking fixed object.	Production Crew Contractors	Likelihood	3	If required, ensure adequate light is provided for loading activities, without causing distracting glares or impaired visibility. Illuminate/highlight or prevent access to uneven areas, changes in level, steps and fixed obstacles, especially unguarded edges to prevent accidents. All production staff are reminded to take caution when moving around loading area and be aware of any potential drop from vehicle level.	Likelihood	2
		Severity	5		Severity	3
		Risk Rating	15		Risk Rating	6
		HIGH			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
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Date:
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RISK ASSESSMENT

NUMBER

006

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity Manual Handling Operations

Description of Activity Manual Handling Operations, including lifting, lowering, pushing, pulling & movement by bodily force

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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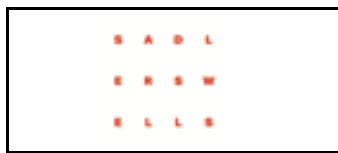
Musculoskeletal injuries caused by overloading of individual or incorrect lifting techniques. Serious or time off injuries potentially permanent	Production Crew Contractors	Likelihood	3	Wherever possible, manual handling operations to be eliminated, or forces involved reduced by use of mechanical aids such as pallet trucks, dollies or chain hoists. Where manual handling operations cannot be eliminated, time and care taken to assess activity. T.I.L.L.E. approach used to assess Task, Individuals, Load & Environment before commencing activity. Ensure sufficient trained & competent staff are available to perform handling activity following assessment. Training to include actions in event of discomfort or pain to raise alarm and halt activity	Likelihood	2
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	8
		MEDIUM			MEDIUM	

Heavy items of equipment or flight cases causing injuries to workers as a result of dropping or tipping onto body especially feet	Production Crew Contractors	Likelihood	4	Correct (dynamic) manual handling techniques and clear communication of lifting activities to avoid injury. Safety Footwear should be worn where appropriate - all staff unstacking or tipping cases or other equipment should be protected. Workers should take extreme caution when tipping cases etc to avoid feet or other body parts becoming trapped by loads.	Likelihood	2
		Severity	4		Severity	4
		Risk Rating	16		Risk Rating	8
		HIGH			MEDIUM	

Large, awkward or unstable loads causing musculoskeletal injuries to workers involved in moving or lifting them. Injuries such as strains, sprains or ruptured discs	Production Crew Contractors	Likelihood	4	Ensure enough competent, trained staff are available to safely lift or move equipment. Ensure all staff are aware of correct lifting techniques and posture. Wherever possible, weight of load and any awkward or unbalanced loads to be clearly indicated on piece. Supervision of inexperienced crew and warning to other workers in vicinity regarding potential hazards during handling operations involving large or awkward loads	Likelihood	2
		Severity	4		Severity	4
		Risk Rating	16		Risk Rating	8
		HIGH			MEDIUM	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
2: Minor Injury	2	4	6	8	10
3: Time off Due to Injury	3	6	9	12	15
4: Serious Injury	4	8	12	16	20
5: Fatality	5	10	15	20	25

Assessed by:
Andy Downie
Date:
February 2018
Review Assessment
in event of accident or near miss/annually



RISK ASSESSMENT

NUMBER

007

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity: Set Installation / De-Rigging General

Description of Activity: Scenery elements requiring building, rigging or installation. Dismantling is required for the load out

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Manual Handling of heavy set elements causing musculoskeletal injuries or cuts, abrasions, sprains or strains	Production Crew Contractors Production Staff	Likelihood	4	Correct lifting procedures and posture essential. Team lifting co-ordinated by competent person with clear communication. Set pieces should be marked with weight and awkward loads or unbalanced pieces should be indicated. Where practicable, handles or lifting aids should be fitted to set pieces prior to delivery. Ensure sufficient trained, competent staff are available to lift pieces. Use mechanical aids such as dollies etc. wherever possible to reduce risks	Likelihood	2
		Severity	4		Severity	4
		Risk Rating	16		Risk Rating	8
		HIGH			MEDIUM	

Sharp Edges or protruding items on set pieces cause injuries such as cuts, abrasions or puncture wounds	Production Crew Contractors Production Staff	Likelihood	3	All metalwork on set pieces should have rough or sharp edges removed before delivery to rehearsal venue or theatre. Likewise, woodwork shall be delivered without unnecessary sharp or rough edges or finishes. Any remaining or unavoidable sharp or protruding objects should be wrapped in bubble wrap or made safe before loading. Ensure suitable PPE such as gloves are provided and used to prevent injuries during handling activities where required.	Likelihood	1
		Severity	3		Severity	3
		Risk Rating	9		Risk Rating	3
		MEDIUM			LOW	

Slips, Trips or Falls caused by obstructions to get in route, or route in stage area, leading to fractures, abrasions or bruising	Production Crew Contractors Production Staff	Likelihood	4	Ensure no obstructions in the path of get in route to venue, or proposed route of scenery inside rehearsal venue. Visual checks on route before commencing activity. Any cable runs to work lights, tools etc to be routed away from proposed route. Ensure proposed route has sufficient gripping surface to avoid slips, taking extreme caution during wet weather. Any spillages or contamination to be cleared away before allowing activity to commence or continue.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	16		Risk Rating	4
		HIGH			LOW	

Laid off section of scenery or flooring shift or fall over, trapping persons or causing fractures, cuts or bruising	Production Crew Contractors Production Staff	Likelihood	3	Ensure all laid off items are stored securely or resting at a suitable angle to be stable and prevent foot of pack from slipping. Items must not be left unsecured in public or production areas. Particular care required to ensure no hazards or obstructions are left at the end of rehearsal sessions, where the venue may be used by members of the public. Ensure any awkward or irregular shaped pieces are laid off safely and will not fall. Tie off stacks wherever possible and reduce depth of pack to smallest size possible.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	4
		HIGH			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
2: Minor Injury	2	4	6	8	10
3: Time off Due to Injury	3	6	9	12	15
4: Serious Injury	4	8	12	16	20
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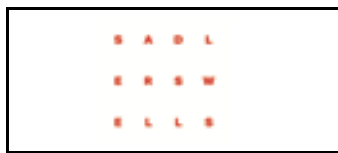
Assessed by:
Andy Downie
Date:
February 2018
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in event of accident or near miss/annually

Activity	Use of Power Tools, Hand Tools & Electrical Equipment
Description of Activity	Use of Power Tools, Hand Tools & Electrical Equipment during fit up/strike periods

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls		
Electric Shock or Burns caused by defective equipment	Production Crew Contractors	Likelihood	3	All equipment brought in for production to be in good condition and electrically safe. Use of RCD protection whilst using electrical power tools. Defective Equipment must not be used. Hire companies and contractors to ensure inspection and integrity of their equipment before supply to site. Maintenance or repair of electrical equipment only to be carried out by authorised competent persons.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	4
		MEDIUM			LOW	
Electric Shock or Burns caused by damage to cable or equipment	Production Crew Contractors	Likelihood	3	Ensure all electrical equipment is in good repair before use - operators visual check, pay particular attention to mechanical damage to cable or insulation and cable entry routes or glands. Take care whilst using power tools or electrical equipment to avoid damaging supply cable or extension leads. Use an RCD protection socket where possible. Power tools supplied by production or contractors to be regularly maintained and inspected by competent person. Consider use of battery tools to reduce risks wherever possible.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	4
		MEDIUM			LOW	
Hand or power tool produces or ejects debris, causing eye injury. Tool slips or jams resulting in cuts, abrasions or bruising	Production Crew Contractors	Likelihood	3	Eye protection such as goggles and safety glasses to be supplied and worn as necessary to reduce likelihood and severity of harm. All hand or power tools provided by contractors or production must be fit for purpose and maintained in good repair. Defective equipment must not be used. Only authorised, competent persons should be allowed to use hand or power tools.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	4
		MEDIUM			LOW	
Trip hazard caused by discarded tools or poor cable management, leading to slip, trip or fall injuries	Production Crew Contractors	Likelihood	3	Ensure tools and cables are kept in orderly fashion during use. Ensure that tools and cables are tidied away as soon as task is completed. Equipment or cables must not be left in public or production areas. Always run extension cables in an orderly fashion and avoid access routes. Use tape or matting to protect cables and eliminate trip hazards wherever possible.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	4
		MEDIUM			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
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Andy Downie
Date:
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RISK ASSESSMENT

NUMBER

009

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity: Work at Height

Description of Activity: In order to perform tasks such as building of scenery, access at height may be required

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Fall from height resulting in death or serious injury to person carrying out task, or others working in vicinity	Production Crew Contractors	Likelihood	3	Wherever possible, all rigging activity is carried out at ground level rather than at height. Where work at height is taking place, only authorised personnel allowed in area. Any aerial rigging or adjustment or equipment to be carried out by competent crew, using work positioning or fall arrest equipment and techniques as necessary. Wherever possible, exclusion zone created in area below work to clear area of personnel, or if not practicable, hard hats to be worn by workers in area.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

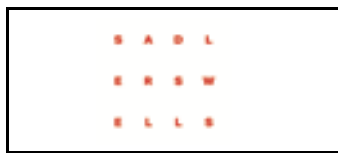
Fall from height from access equipment, resulting in death or serious injury to person carrying out task, or others working in vicinity	Production Crew Contractors	Likelihood	3	Ensure stable work platform or ladder is used for work at height. Do not improvise by standing on flight case, climbing scenery etc. Do not overstretch or lean out from access equipment. Move access equipment to better position.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

Fall from height from Aerial Work Platform (if used), resulting in death or serious injury to person carrying out task, or other working in vicinity	Production Crew Contractors	Likelihood	3	Aerial Work Platform must be checked before each use, paying particular attention to platform and guard rails condition, operation and emergency switches and outriggers if applicable. Ensure any outriggers are fully operational and are used at all times. Outriggers must be placed onto stable floor surface capable of withstanding applied load. Only trained, competent persons to use Aerial Work Platform or scissor lift.	Likelihood	2
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	10
		HIGH			MEDIUM	

Falling objects or tools whilst working at height from access equipment, building scenery, or focusing lights, causing injury to persons below	Production Crew Contractors	Likelihood	3	All tools to be secured by a lanyard, stored in tool belts when not in use (not rested on ladders or scenery), and head protection to be worn by workers in the vicinity in accordance with the SSOW	Likelihood	2
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	8
		MEDIUM			MEDIUM	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
2: Minor Injury	2	4	6	8	10
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4: Serious Injury	4	8	12	16	20
5: Fatality	5	10	15	20	25

Assessed by:
Andy Downie
Date:
February 2018
Review Assessment
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RISK ASSESSMENT

NUMBER

010

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity **Slips, Trips & Falls**

Description of Activity **Slips, trips and falls are possible backstage and onstage due to low lighting levels, temporary construction, cables and scenery**

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Slips, trips and falls caused by low lighting conditions in backstage areas and orchestra pit, leading to a risk of potential injuries such as fractures, sprains, bruising or abrasions	All personnel	Likelihood	3	Ensure adequate working light is available, with particular attention to exits and entrances Use torches to guide performers and stage staff during blackouts in show lighting conditions Entrances and exits clearly marked and all personnel familiarised with the stage area in working light	Likelihood	2
		Severity	3		Severity	3
		Risk Rating	9		Risk Rating	6
		MEDIUM			LOW	


Slips, trips and falls caused by spillages of liquids in backstage areas and/or orchestra pit	All personnel	Likelihood	3	Restriction on liquids to water in resealable bottles, spillages of smoke fluids or similar to be cleaned up immediately	Likelihood	2
		Severity	3		Severity	3
		Risk Rating	9		Risk Rating	6
		MEDIUM			LOW	

Falls from the front of the orchestra pit, resulting in a risk of serious injury	All personnel	Likelihood	3	As it is impractical to have a permanent barrier at the front of the stage, when an orchestra pit is in place ropes will be used as a restraint in working conditions, and indicator lights in show conditions. Performers and staff will be familiarised with the stage area and rehearsed as necessary	Likelihood	1
		Severity	5		Severity	5
		Risk Rating	15		Risk Rating	5
		HIGH			LOW	

Slips, trips and falls caused by trip hazards in backstage areas such as cables, temporary constructions such as scenic items, and scenic furniture	All personnel	Likelihood	3	Eliminate trip hazards wherever possible, cables to be taped down if not rerouted, white/glow tape and lighting to highlight remaining obstacles	Likelihood	2
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	8
		MEDIUM			MEDIUM	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
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Assessed by:
Andy Downie
Date:
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	RISK ASSESSMENT	NUMBER	011
	This Assessment should be circulated to		
	Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management		

Activity	Movement of furniture, props or mobile scenery pieces by performers and/or production crew.
Description of Activity	Risk of manual handling injuries from movement of dance floor rolls or other heavy items.

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls		
Musculoskeletal injuries caused by moving dance floor rolls or other items around. Possible strains, sprains, bruising abrasions or fractures.	All personnel	Likelihood	3	Ensure sufficient number of competent persons are available to move items, and are able to adopt correct technique and posture to safely move items. Performers or technical crew required to move items or scenery will be given sufficient instruction and rehearsal in safe movements of items to reduce risks to lowest practicable levels. Performers and crew should be adequately warmed up and prepared for movement of items or scenery and should not attempt to move any items outside their capabilities. Dolleys and/or trolleys to be used to move dance floor and large/heavy items where possible and minimise lifting requirements.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	4
		MEDIUM			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
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5: Fatality	5	10	15	20	25

Assessed by:
Andy Downie
Date:
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	RISK ASSESSMENT	NUMBER	012
	This Assessment should be circulated to		
	Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management		

Activity	Noise Levels - Control of Noise at Work Act
Description of Activity	Noise Levels produced during performances, conformity with amended Noise at Work Regulations, for entertainment industry 6th April 2008

The entertainment industry must now comply with the Control of Noise at Work Regulations 2005, which set new action levels and exposure limits regarding noise at work.

An updated lower exposure action value has now been set at 80dBA which is the time weighted average exposure of an individual worker over a working day (Lepd – 8 hours) or averaged over a working week (Lepw – 40 hours). If exposure of an employee is found to be above this level, hearing protection should be made available and advice and instruction given to the employee regarding potential hearing damage and methods of reducing exposures. There is also a lower peak exposure of 135dBC for short duration noise such as drums, gunshots etc.

The regulations set a new upper exposure action value of 85dBA. Employees exposed at this level must be given hearing protection where the exposure cannot be reduced in any other way and the work area designated as a hearing protection zone. The peak level is 137dBC. Employees regularly exposed to noise levels in this range must be placed under health surveillance by their employer, such as regular audiometry (hearing tests).

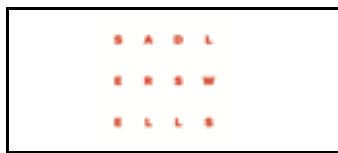
The updated exposure limits are now set at 87dBA for a time weighted average exposure and 140dBC for peak levels. These limits may not be exceeded at the ear without breaching the legislation. Use of hearing protection devices such as ear plugs or ear defenders may be taken into account to ensure exposure at the ear is below the limit value.

Wherever practicable, controls will be incorporated into the design and layout of the band area (if applicable) and sound system to reduce exposures to noise. Additional controls will be introduced as necessary upon any findings from noise assessments during the run of the production.

Wherever practicable, technical and procedural controls will be used to control noise exposure in preference to using hearing protection, which should be seen as a last resort only.

Noise at work regulations do not apply to members of the audience as they are not at work and have made an informed decision to enter the auditorium to watch and hear the show. Warning signs should be placed at entrances to the auditorium, alerting them to possible high noise content of a production from sound or gunshot effects if required. Employees such as sound engineers and venue front of house staff are covered under the regulations, as are stage staff and performers. Noise levels in the auditorium or stage wings may occasionally be high, therefore sensible precautions should be taken to avoid unnecessary exposure to production or venue personnel. Following initial assessment, detailed noise at work assessments should be taken during a run of the production. Any additional noise control measures required should be instigated by the production to protect workers from potential hearing damage, in line with noise at work regulations.

Assesd by:	Date:	Review Assessmnt:
Andy Downie	February 2018	In Event of Accident or Near Miss/Annually



RISK ASSESSMENT

NUMBER

013

This Assessment should be circulated to

Producers, Production & Company Management, Touring Technical Staff, Transportation, Venue Management

Activity: Wardrobe Duties

Description of Activity: Staff launder and prepare costume for performances, and are involved in dressing and duties backstage

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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The use of laundry equipment including irons and steamers, with a potential for scalds and burns	Wardrobe Personnel	Likelihood	3	Equipment to be regularly PAT tested, and damage or malfunction to be immediately reported to a manager. Equipment to be turned off when not in use.	Likelihood	1
		Severity	3		Severity	3
		Risk Rating	9		Risk Rating	3
		MEDIUM			LOW	

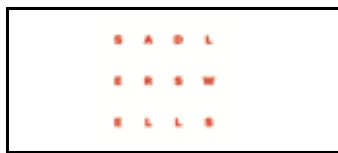
Single position repetitive activities such as ironing and sewing, with the potential for posture related strains and stresses	All personnel	Likelihood	3	Sufficient and regular breaks to be taken Any pre-existing medical problems, or newly arising problems, to be immediately communicated to a manager	Likelihood	2
		Severity	3		Severity	2
		Risk Rating	9		Risk Rating	4
		MEDIUM			LOW	

Use of hairsprays, detergents, solvents and volatile agents, potentially causing or exacerbating skin complaints or respiratory conditions	All personnel	Likelihood	2	Data sheets on all products to be retained and available, and any pre-existing medical problems to be communicated to a manager. Any adverse reactions to be immediately reported to stage door/1st Aider on duty	Likelihood	1
		Severity	3		Severity	3
		Risk Rating	6		Risk Rating	3
		MEDIUM			LOW	

Loading and unloading washing machines, and carrying costumes between dressing rooms and around the wardrobe department, potentially causing manual handling injuries and back pain	All personnel	Likelihood	3	Manual handling training included in staff H&S induction. Loads to be split and made manageable where necessary	Likelihood	2
		Severity	3		Severity	2
		Risk Rating	9		Risk Rating	4
		MEDIUM			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
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5: Fatality	5	10	15	20	25

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Andy Downie
Date:
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014

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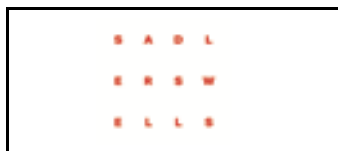
Activity **Weapons**

Description of Activity **Use of blades and other weapons in a production, ensuring both safe use and safe storage of such items**

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls		Existing & Additional Controls to Reduce Risk	Residual Risk after Controls	
Blades or other weapons used onstage, with potential for injury of performer(s), tehcnical staff, or audience members of they malfunction or are used incorrectly	All Personnel Audience Members	Likelihood	3	All blades to be suitably blunted, and maintained in good conditon for all performances. Performers to be rehearsed thoroughly, choreography must allow for close proximity to others and hence put technical staff or other performers at risk	Likelihood	2
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	8
		HIGH			MEDIUM	
Structural stability of blades or weapons, when used onstange by performers, fail causing injury during choreographed fight sequences	All Personnel Audience Members	Likelihood	2	All wepaons to be checked before each rehearsal and show by touring technical staff. Weapons to be stored in touring cases/containers at all times to avoid possible damage.	Likelihood	2
		Severity	3		Severity	2
		Risk Rating	6		Risk Rating	4
		MEDIUM			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
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Date:
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RISK ASSESSMENT

NUMBER

015

This Assessment should be circulated to

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Activity **Raised Band Rostra**

Description of Activity **Use of raised band rostra during the event - get in, rehearsals, performances and get outs.**

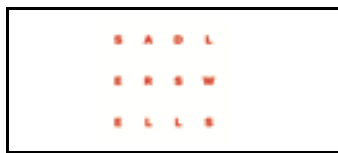
Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Slips, Trips or Falls caused by caused by access/egress and general movement around raised band rostra, leading to fractures, abrasions or bruising	Production Crew Contractors Production Staff Performers	Likelihood	2	All personnel to be advised that no movement shall be performed during blackouts. Musicians to be seated before onstage working lights are turned off. Access steps to be white taped. Hand rail and kick rail to be provided at sides and rear of rostra	Likelihood	1
		Severity	3		Severity	3
		Risk Rating	6		Risk Rating	3
		MEDIUM			LOW	

Placement of temporary sound equipment on band rostra leading to slips, trips and falls over cables and other obstructions	Production Crew Contractors Production Staff Performers	Likelihood	2	Cables to be run around the edge of the floor. Cables to be taped down and secured. A clear walkway to be left from one side of the platform to the other to allow for safe access and egress.	Likelihood	1
		Severity	2		Severity	2
		Risk Rating	4		Risk Rating	2
		LOW			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
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RISK ASSESSMENT

NUMBER

016

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Activity **Wooden Show Boxes**

Description of Activity **Use of wooden show boxes as part of the performance by the performers**

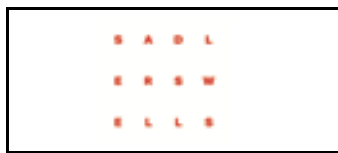
Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Fall from height owing to structural failure of wooden show boxes when used during the performance causing injuries to performers	Performers	Likelihood	2	Boxes to be visually inspected before each performance and suspect boxes to either be repaired or replaced. Spare boxes and box parts to be provided to repair and replace as necessary.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	8		Risk Rating	4
		MEDIUM			LOW	

Uneven floor causing a fall from height from the wooden show boxes when used during the performance causing injuries to performers	Performers	Likelihood	2	Floor condition and stability to be checked during get in. Joins in floor to be smoothed over, and protruding edges to be addressed before dance floor is laid. Performances will not take place on raked stages.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	8		Risk Rating	4
		MEDIUM			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
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5: Fatality	5	10	15	20	25

Assessed by:
Andy Downie
Date:
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RISK ASSESSMENT

NUMBER

017

This Assessment should be circulated to

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Activity **Truss Goal Post Structures**

Description of Activity **Use of truss to construct goal post structures to create cloth side walls as part of the set**

Hazards & Potential Harm from Activity	Persons at Risk	Risk before Controls	Existing & Additional Controls to Reduce Risk	Residual Risk after Controls
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Musculoskeletal injuries caused by moving truss lengths around. Possible strains, sprains, bruising abrasions or fractures.	Production Crew Contractors Production Staff	Likelihood	3	Each section of truss to be moved into place individually Goalpost structure to be constructed laid flat on the floor and then lifted into place using the venus flying system or mototrs	Likelihood	2
		Severity	3		Severity	3
		Risk Rating	9		Risk Rating	6
		MEDIUM			MEDIUM	

Risk of injury from structural failure of truss, resulting in fall of equipment or scenery, to those onstage or in the vicinity, injuries such as head injury, concussion, fractures or brusing.	Production Crew Contractors Production Staff Performers	Likelihood	3	Visual inspeciton of truss and all fixings to be carried out before each lift. Load certificates to be requested at the start of each hire. Instant replacement of any damaged section of truss.	Likelihood	1
		Severity	4		Severity	4
		Risk Rating	12		Risk Rating	4
		MEDIUM			LOW	

Rating = Severity x Likelihood	1: Very Unlikely	2: Unlikely	3: May Occur	4: Likely to Occur	5: Certain to Occur
1: Very Minor Injury	1	2	3	4	5
2: Minor Injury	2	4	6	8	10
3: Time off Due to Injury	3	6	9	12	15
4: Serious Injury	4	8	12	16	20
5: Fatality	5	10	15	20	25

Assessed by:
Andy Downie
Date:
February 2018
Review Assessment
in event of accident or near miss/annually