## PRODUCTION RISK ASSESSMENT

## This is a template form which will give some idea of the types of risks which need to be considered and recorded. It is not a comprehensive document or an opportunity not to think about your own production. Items may be added or deleted or as will be seen below, perhaps marked as ‘Not Appropriate for this production’.

## The completed document is a working document to be reviewed amended and up-dated right up to tech rehearsal

## RISK PROFILE

|  |  |  |
| --- | --- | --- |
| **DIRECTOR:** | **PRODUCTION:** | |
| **VENUE:** | **Fit-Up DATE:** | **Get-out DATE:** |
| **NAME & CONTACT DETAILS OF PERSON(S) WHO CONDUCTED THIS ASSESSMENT** | | |
| **VERSION NUMBER: 1 DATE: REVIEW DATE:** | | |
| **BRIEF DESCRIPTION OF PRODUCTION:** | | |

**Planning Stage**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Class of potential risk** | **SPECIFIED TASK OR ACTIVITY** | **POTENTIAL HAZARDS** | **CONSEQUENCE OF RISK (REFER TO LEGEND \*)** | **PROPOSED CONTROL MEASURES TO BE IMPLEMENTED** | **FOR ACTION BY WHOM** | **CONFIRMATION THAT ACTIONS HAVE BEEN COMPLETED** |
|  | Injury by sharp blade Cut skin. Septicaemia | Constr. of Set Model | Use of Sharp Modelling Blade | Low | Be Careful | Designer |  |

**Rehearsal**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **risk** | **TASK OR ACTIVITY** | **POTENTIAL HAZARDS** | **CONSEQUENCE** | **CONTROL MEASURES** | **ACTION** | **COMPLETED** |
|  | Fire & Emergency |  |  |  | Prod Mgr / Director to be aware of Fire procedures | Prod Mgr / Director |  |
|  | Emergency Services Contact | Incident during Rehearsal | Fire or medical emergency | Low | Prod Mgr / Director to nominate a person for contacting the Emergency Services | Prod Mgr / Director |  |
|  | Tea/ Coffee making | Use of kettle/ cooking facilities | Burn or Scald | Low | Appropriate use of equipment | All |  |
|  | First Aid | Minor injury | Minor injuries; cuts, dust in eyes | Low | Know where First Aid kits are kept and what contents are in them. | Prod Mgr / Director |  |
|  | Sword Play | Drawing sword | Cut/bruising | Low | N/A | Director/ Fight Dir. |  |
|  | Slip/ Trip | All tasks | Obstruction or hazard from tools or scenery | Low | Ensure appropriate footwear and awareness of hazards | Prod Mgr / Director |  |
|  | Manual Handling | Moving Stage Furniture | Twisting / muscular strain | Low | Appropriate instruction in correct lifting procedure. | Prod Mgr / Director |  |
|  | Fall from height | Climbing rehearsal ‘scenery’ | Fall from ladder/chair whilst simulating climb on scenery | Low | Have someone available to steady actors when climbing | Prod Mgr / Director |  |

**Set Construction**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **risk** | **TASK OR ACTIVITY** | **POTENTIAL HAZARDS** | **CONSEQUENCE** | **CONTROL MEASURES** | **ACTION** | **COMPLETED** |
|  | Manual Handling | Moving flats and steel deck | Twisting / muscular strain | Low | 1.All Constr. crew to be briefed on Manual Handling  2. Ensure gloves are worn/brief Constr. team  3. Wear safety shoes | Constr. Mgr |  |
|  | Use of Manual tools | Injury through use | Injury to hands and other body parts | Low | Appropriate instruction in use | Constr. Mgr |  |
|  | Use of Power tools | Injury through use | Electric Shock / Injury to hands and other body parts | Low | Appropriate tool maintenance/ instruction in use | Co Stage Mgr./  Constr. Mgr |  |
|  | Slip/ Trip | All tasks | Obstruction or hazard from tools or scenery | Low | 1. Tools to be placed in a safe place or returned to the workshop when not in use.  2. Scenery to be secured or held. | Constr. Mgr |  |
|  | Slip/ Trip | All tasks | Spilt liquids | Low | Spills to be cleaned up immediately. | Constr. Mgr |  |
|  | Falls from Height | Building/Painting Set | Fall from ladders | Moderate | Ladders to be footed at all times and to be used only in A-frame set up | Constr. Mgr |  |
|  | Falling Objects | Rigging and set building | Objects drop from scaffold tower or ladders | Moderate | 1. Objects and tools to be secured to workers  2. Clear space beneath scaffold  3. Hard hats to be worn when footing or working below. | Constr. Mgr |  |
|  | Steel-deck | Incident during Constr. Collapse of steel-deck | Cuts, injury, bruising | Moderate | Erection of Steel Deck to be in accordance with instruction. All adjoining units to be connected with appropriate fixings, all steel deck to be supported by correct number of legs. | Constr. Mgr |  |
|  | Traps and pits | None in use | Nil | Nil | N/A – No pits or traps |  |  |
|  | Load limits for Stage | Stage on Floor | Nil | Nil | N/A – No raised /suspended stage |  |  |
|  | Load limits for Grid | Nil | Lighting grid collapses | Low | Check total weight of lighting including additional lanterns | Lighting Designer |  |
|  | Lighting Rig | Lighting Rig | Electrical shock / Lighting short circuit  Circuit overload | Low  Low | All Lighting Equipment to be Tested and verified as safe.  Electrical limits on lighting rig to be determined and not exceeded | Lighting Mgr./ Designer |  |
|  | Sound Rig | Sound Rig | Electrical shock | Low | All Sound Equipment to be Tested and verified as safe | Sound Mgr./ Designer |  |
|  | Hazardous substances | None used. | Nil | Nil | N/A |  |  |
|  | Noise | No excessive noise. | Nil | Nil | N/A |  |  |
|  | Scenery | Potential fire hazard | Fire Hazard – Furniture, | Low | All fabric scenery to be treated with fire-retardant. All furniture to be strengthened if necessary and verified as safe. | Constr./ Stage Manager |  |
|  | Integrity of fire control devices (i.e. fire curtain and scenery crossing fire curtain line). | No fire control devices in auditorium. | Nil | Nil | N/A No Fire Curtain |  |  |
|  | First Aid | Minor injury | Minor injuries; cuts, dust in eyes | Low | Know where First Aid kits are kept and contents. Eyewash station in workshop. Issue appropriate PPE | Constr./ Stage Manager |  |
|  | Emergency Services Contact | Incident during Constr. | Fire or medical emergency | Low | Constr. manager to nominate contact person | Constr. Manager |  |

**Fit-Up/Get-Out**

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|  | **risk** | **TASK OR ACTIVITY** | **POTENTIAL HAZARDS** | **CONSEQUENCE** | **CONTROL MEASURES** | **ACTION** | **COMPLETED** |
|  | Loading and Unloading Vehicle | Not applicable | Nil | Nil |  |  |  |
|  | Manual Handling | Moving flats and steel deck | Twisting / muscular strain, Back injury  Trapped fingers  Trapped toes | Low | 1.All Constr. crew to be briefed on Manual Handling  2. Ensure gloves are worn/brief Constr. team  3. Wear safety shoes | Constr. Mgr |  |
|  | Use of Manual tools | Injury through use | Injury to hands and other body parts | Low | Appropriate instruction in use | Constr. Mgr |  |
|  | Use of Power tools | Injury through use | Electric Shock / Injury to hands and other body parts | Low | Appropriate tool maintenance/ instruction in use | Co Stage Mgr./  Constr. Mgr |  |
|  | Slip/ Trip | All tasks | Obstruction or hazard from tools or scenery | Low | 1. Tools to be placed in a safe place or returned to the workshop when not in use.  2. Scenery to be secured or held. | Constr. Mgr |  |
|  | Slip/ Trip | All tasks | Spilt liquids | Low | Spills to be cleaned up immediately. | Constr. Mgr |  |
|  | Falls from Height | Building/Painting Set | Fall from ladders | Moderate | Ladders to be footed at all times and to be used only in A-frame set up | Constr. Mgr |  |
|  | Falling Objects | Rigging and set building | Objects drop from scaffold tower or ladders | Moderate | 1. Objects and tools to be secured to workers  2. Clear space beneath scaffold  3. Hard hats to be worn when footing or working below. | Constr. Mgr |  |
|  | Steel-deck | Incident during Constr. Collapse of steel-deck | Cuts, injury, bruising | Moderate | Erection of Steel Deck to be in accordance with instruction. All adjoining units to be connected with appropriate fixings, all steel deck to be supported by correct number of legs. | Constr. Mgr |  |
|  | Erecting Seating | Audience member falls from seating | Chair legs slipping off seating deck.  Fall from side of seating  Trip on Stairs | Low  Low  Low | 1. ‘Dexion’ to be attached to back of each row of seating deck  2. Hand rails to be attached to back & sides of seating block.  3. Edge of stairs to be marked with tape. | Constr./ Stage Manager |  |
|  | Traps and pits | None in use | Nil | Nil | N/A – No pits or traps |  |  |
|  | Load limits for Stage | Stage on Floor | Nil | Nil | N/A – No raised /suspended stage |  |  |
|  | Load limits for Grid | Nil | Lighting grid collapses | Low | Check total weight of lighting including additional lanterns | Lighting Designer |  |
|  | Lighting Rig | Lighting Rig | Electrical shock / Lighting short circuit  Circuit overload | Low  Low | All Lighting Equipment to be Tested and verified as safe.  Electrical limits on lighting rig to be determined and not exceeded | Lighting Mgr./ Designer |  |
|  | Sound Rig | Sound Rig | Electrical shock | Low | All Sound Equipment to be Tested and verified as safe | Sound Mgr./ Designer |  |
|  | Hazardous substances | None used. | Nil | Nil | N/A |  |  |
|  | Noise | No excessive noise. | Nil | Nil | N/A |  |  |
|  | Scenery | Potential fire hazard | Fire Hazard – Furniture, | Low | All fabric scenery to be treated with fire-retardant. All furniture to be strengthened if necessary and verified as safe. | Constr./ Stage Manager |  |
|  | Integrity of fire control devices (i.e. fire curtain and scenery crossing fire curtain line). | No fire control devices in auditorium. | Nil | Nil | N/A No Fire Curtain |  |  |
|  | First Aid | Minor injury | Minor injuries; cuts, dust in eyes | Low | Know where First Aid kits are kept and contents. Eyewash station in workshop. Issue appropriate PPE | Constr./ Stage Manager |  |
|  | Emergency Services Contact | Incident during Constr. | Fire or medical emergency | Low | Constr. manager to nominate contact person | Constr. Manager |  |
|  | Dressing Room Safety | Equipment safe | Electrical shock  Scald hazard | Low | Personal equipment to be used at owners risk | Stage Manager |  |

**Performance**

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|  | **risk** | **TASK OR ACTIVITY** | **POTENTIAL HAZARDS** | | **CONSEQUENCE** | | **CONTROL MEASURES** | | **ACTION** | | **COMPLETED** | |
|  | Front of House | Injury or incident with audience members | Emergency evacuation | | Low | | Evacuation plan  Clear and marked emergency exit route | | FoH/ Stage Manager | |  | |
|  | First Aid | Audience member unwell | Audience member unwell | | Low | | First Aider present at all performances | | FoH/ Stage Manager | |  | |  | |
|  | Fire Evacuation - Audience | Fire Evacuation plan | Emergency evacuation | | Low | | Stewards and Front of House walked through fire evacuation plan each night | | FoH/ Stage Manager | |  | |
|  | Fire Evacuation – Cast/Crew | Fire Evacuation plan | Emergency evacuation | | Low | | On-stage actors/crew follow audience at steward’s instruction. Off-stage actors/ crew have clear evacuation plan | | FoH/ Stage Manager/  Prod’n Mgr. | |  | |
|  | Emergency Services Contact | Incident during Performance. | | Fire or medical emergency | | Low | | FoH to nominate contact person | | FoH | |  | |
|  | Tea/ Coffee making | Use of kettle/ cooking facilities in dressing room. | Burn or Scald | | Low | | Appropriate use of equipment | | Prod Mgr / Director | |  | |
|  | Sword Play | Drawing sword | Cut/bruising | | Low | | N/A No Sword play | | Fight Director/ Director | |  | |
|  | Control of Weapons |  |  | |  | | N/A no Weapons | | Fight Director/ Director | |  | |
|  | Control of Pyrotechnics |  |  | |  | | N/A no pryros | | Stage Mgr. | |  | |
|  | Control of Haze generator | Excessive usage | Production of dense impenetrable fog | | Low | | Sufficient training in use of equipment | | Stage Mgr. | |  | |
|  | Control of Smoke Machine | Excessive usage | Production of dense impenetrable smoke | | Low | | N/A | | Stage Mgr. | |  | |
|  | Smoking on stage | Smoking/ inhaling | Coughing/ choking/ cancer | | Low | | Use ‘stage’ cigarettes for non-smoker | | Props Mgr. | |  | |
|  | Eating/drinking on stage | Food/ liquid consumption | Choking | | Low | | First-Aider at all performances | | First Aider | |  | |
|  | Fall from height | Climbing ‘scenery’ (as directed) | Fall whilst climbing on scenery | | Low | | Adequate rehearsal | | Prod Mgr / Director | |  | |
|  | Falling ‘snow’ | Falling ‘snow’ | Fire risk if falling of electrical equipment. | | Low | | Use of professional fire resistant ‘snow’ | | Prod Mgr / Director | |  | |

Signed: Date:

Print name :

Received by Management Committee (Secretary) Date: