



A2.2

Performing to a Commission Brief

Summary of Findings

&

Evidence of Tasks

Health and Safety
Officer

Performance Risk Assessment

Event-A22 Performance-“Road not Taken”

Date-20th-23rd May 2015

Venue *** Community Hall

Key

Severity 1-5 (5 severe, 4 major, 3 moderate, 2 minor, 1 slight) Likelihood 1-5 (5 very likely, 4 likely, 3 possible, 2 not very likely, 1 highly unlikely)
Risk Rating (R) =Severity x Likelihood (SxL)

1 Injury due to a fall-working on ladders , tables, raised set etc.								
Activity associated with risk	Who could be affected?	S	L	R	Control measure	Date Completed and by whom	Revised Risk (Reduction)	
Falling off stage	Performers/Crew	5	2	10	Mark the down stage edge with yellow gaffer tape to indicate the edge of the stage	May 18 th Stage Manager	5 x 1=5 (-50%)	
Re-angling back stage up lighter	Technicians	5	3	15	Brief technicians on H&S guidelines for safe use of ladders (theatre manual pg.76)	During each run. Lighting Technician	5 x 2=10 (-33%)	
2 Falling Objects-objects suspended from above, set, props, stage furnishings etc.								
Activity	Who	S	L	R	Control measure	Date/By Whom	RR	
Banging into free standing tree flats	Performers/Crew	3	3	9	Ensure the tree flats are fitted with weights and braces to ensure stability	May 10 th Stage crew	3 x 2=6 (-33%)	
Falling suspended stage lights	Performers/Crew/ Audience	5	2	10	Ensure all lights are suspended by clamps and fitted with safety chains	May 10 th Lighting Technician	5 x 1=5 (-50%)	

Activity	Who?	S	L	R	Control measure	Date/By Whom	RR
3 Slipping or Tripping- objects which can be tripped over, materials which cause slippage etc.							
Tripping over weights/braces holding up trees	Performers/Crew	3	3	9	Ensure the braces are clearly identified at the pre-performance walk through	May 19 th Stage Manager	3x2=6 (-33%)
Slipping during dance section	Performers	3	3	9	Request that performers wear non slip footwear	May 20-23rd Performers	3x2=6 (-33%)
4 Spillage- liquids can cause slippage etc.							
Activity	Who could be affected	S	L	R	Control measure		RR
Slipping or sliding on liquid on the stage or back stage area	Performers/Crew	3	3	9	In the briefing for performers and technicians emphasise that drinks are not permitted in the backstage or stage area	May 19 th Production Company	3x2=6 (-33%)
5 Fire- smoking, candles, open flame etc.							
Activity	Who could be affected	S	L	R	Control measure		RR
Use of candles in opening sequence	Performers/Crew	5	4	20	Provision of battery operated devices instead of lit candles with open flames	Dress Rehearsal and run, Lighting technician	1x1=2 (-90%)
Characters smoking cigarettes	Performers/Crew	5	4	20	Use of artificial smoking devices (against current regulations to smoke on stage with real cigarettes /cigars/pipes)	Dress rehearsal and run, Stage Manager	1x1=2 (-90%)
6 Electrical Hazards- use of electrical items additional to those already in the stage/backstage area-chance of electrocution							
Activity	Who could be affected	S	L	R	Control measure		RR
Electric keyboard used on the stage	Performers	5	2	10	Ensure a PAT test has been carried out on the electrical keyboard	May 10 th Sound Technician	5x1=5 (-50%)

left apron							
7 Unstable Surfaces- objects used in a way for which they are not designed etc.							
Activity	Who?	S	L	R	Control measure	Date/By Whom	RR
Standing on chairs during abuse scene	Performers	3	3	9	Ensure the chairs used are sturdy and have non slip adhesives tags on the end of the legs where contact with the floor is made. Request that performers wear non-slip footwear	Dress rehearsal and run Stage Manager & Performers	3x2=6 (-33%)
Standing on table during final scene	Performer	3	3	9	Ensure the table is sturdy with non-slip adhesives attached to end of legs. Request that performer wears non slip footwear	Dress rehearsal and run, Stage Manager & Performer	3x2=6 (-33%)
8 Impact- stage fighting, rapid movement including dance							
Activity	Who could be affected	S	L	R	Control measure		RR
Throwing a chair during abuse scene	Performers/Crew	4	4	16	Ensure performers are briefed on the safest way to throw a piece of stage furniture to minimise the chance of injury	Rehearsals and run Choreographer	4x3=12 (-25%)
Dance sequence in final sequence	Performers	3	3	9	Ensure performers are briefed on safe dance practices	Rehearsals and run Choreographer	3x2=6 (-33%)
9 Impairment- performer being blindfolded							
Activity	Who could be affected	S	L	R	Control measure		RR
Use of masks in the opening sequence	Performers	3	3	9	Ensure performers are briefed on the safest way to perform whilst wearing a vision impairing mask	Rehearsals and run Director	3x2=6 (-33%)
10 Other- can be added to at any point during rehearsal/ run							
Activity	Who could be affected	S	L	R	Control measure		RR

Document 2

Briefing for Performers and Technicians for A2 performance of “The Road not Taken”

All performers and production staff must be aware of the risks attached to this production. All should be made aware of the risks involved and the control measures put in place as identified in the Risk Assessment (RA). This briefing should be done by the company’s Stage Manager.

All should confirm that they have read and understood the RA. All should also be made aware of the Fire Evacuation Plan and associated Diagram 1.

In the event of an unforeseen incident all should follow the instructions of FOH staff and or procedures outlined in the Fire Evacuation plan which is displayed in the foyer and BOH Noticeboards.

Briefing for FOH staff

The FOH Manager shall:-

- Attend production meetings during rehearsals to make note of any potential health & safety issues.
- Ensure, on performance evenings, that FOH staff monitor the maintenance of FOH areas and staircases.
- Remind FOH staff that the kitchen area is not to be used at any point on the evenings of performances.
- Ensure FOH ushers are aware of the emergency house lights switches.

FOH staff will ensure that:-

- The foyer area and all walkways remain clear of obstructions at all times.
- Spillages are cleared up immediately.
- Slippery floor signage is displayed near the entrances on a rainy day (these are kept in the store room at the BOH).
- The access route is maintained from the seating to the FOH and BOH exits. This must be checked for correctness on each of our performance nights.

In the event of an emergency FOH staff will assist patrons to follow the Emergency Plan when exiting the auditorium.

Briefing for Technicians

Technicians must ensure that:-

- All electrical equipment is installed and tested to the appropriate standards and that all permanent and temporary cables are secured to prevent fire and trip hazards.
- All house lights are rigged specifically for our chosen seating arrangement and that Exit signs are hung properly and clearly visible.
- The front of stage uplighters is safely positioned and far enough away from the reach of the audience.
- Risk Assessments are adhered to and reference made to the RA’s before each of the four performances. Copies of the RA’s will be placed on the noticeboard in the Community Hall office.

Briefing for Performers

Performers will be briefed before the run by our Stage Manager who will deliver the following directives:

All performers must;

- Take reasonable care to minimise risk to themselves and others by ensuring they understand the Risk Assessment provided and obey any additional instruction given.
- Ensure non-performance activities, such as eating must be confined to designated areas, where permitted. All dressing rooms are non-smoking areas.
- Ensure electrical equipment such as hair straighteners are unplugged before performances begin.

All personal electrical equipment used should comply with UK standards.

Audience Briefing

The audience will be briefed by the designated member of the FOH staff on the Emergency Evacuation Plan as regards exiting the building on hearing an alarm call and also the location of the Assembly Point. This member of staff will indicate the fire exits and deliver the briefing at the beginning of each performance.

Consideration for the disabled

There are six wheelchair spaces for registered disabled and six seats for accompanying persons provided in our auditorium. These are accessible via door C which will also be used in the event of emergency evacuation. The FOH staff member delivering the audience brief will also be the person responsible for organising the safe evacuation of all disabled audience members.

Document 3

A Fire Evacuation Plan for A2 Performance of “The Road not Taken”

This Fire Evacuation plan should be read in conjunction with Diagram 1 which illustrates:-

- The layout of the hall and escape routes.
- Fire extinguishers
- Location of the main electrical supply control room
- The main water shut off valve.

This plan calls for any person discovering a fire to:-

1. raise the alarm by shouting “Fire”, directing people away from the fire towards the appropriate emergency exits (Diagram 1)
2. Call the Fire Brigade.
3. Attack the fire if possible using the appliances provided (Diagram 1)

On hearing the alarm people should:-

1. Leave the building using the fire exits which lead away from the fire.
2. Report to the Assembly Point "P" clearly identified in the main car park.
3. Last person out should close but not lock doors.
4. The responsible person should brief Fire Brigade on arrival regarding water supply and external fire hydrant locations to reduce the risk of electrocution.

The Plan also calls for a pre-show "Briefing for Performers/Production members" and a "Briefing for Audience" (refer document 2)

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On hearing the alarm people should:-

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