




RCS	Risk Assessment Guidance Notes				
Hazard	Persons At Risk	Is The Risk Adequately Controlled	What Further Action Needed to Control Risk		
(Something with the potential to cause harm)	(Someone at risk from the hazard)	(What are the existing controls)	(What more could <u>reasonably</u> be done)		
Examples	Examples	Examples	Examples		
Slippage / Tripping Fire (flammable substances) Moving Parts Working at Height Vehicles Electrical wiring Noise Manual handling Fumes Dust Chemicals Ergonomic Ignore the Trivial Concentrate on significant hazards which could seriously harm	Teaching Staff Cleaners Maintenance Personnel Students Contractors Visitors The Public Operators Young/inexperienced Trainees People Working Alone The Disabled Expectant Mothers Performer	Is there adequate information / training? Are there adequate systems / procedures? Does it meet legal requirements? Does it meet Conservatoire Policy/Standards? Does it comply with industry standards? Does it represent good practice? Have you reduced risk as far as possible? Calculate overall risk for job is V.High / High / Medium / Low. Are you doing all that is reasonably practicable? Can I eliminate the hazard? If not, how can I control the risk? Personal protective clothing should only be used when no other <u>reasonable</u> action exists	Prioritise for risks affecting large numbers or where serious harm may result Consider: - Remove hazard completely - Try less risky option - Prevent access to hazard, e.g. guarding - Reorganise work to reduce exposure - Issue personal protective clothing - Welfare facilities - Washing / First Aid - Administrative controls You are entitled to take cost into account (i.e. reasonably practicable). Review with Management. Assign responsibility and timescales.		
		Risk Index (RI)			
Calculated by multiplying Consequence / Severity (C) of Hazard by Likelihood (L) of it occurring. Use a 5 x 5 scale.					
	Likelihood	Consequence / Severity	L x C		
	5 A Certainty	5 Death	Low Risk = 1 - 6		
	4 Very Likely	4 Serious injury/disablement	Medium Risk = 7 - 11		
	3 Likely	3 Lost time injury/illness	High Risk = 12 - 19		
	2 Unlikely	2 Requires First Aid	Very High Risk = 20 - 25		
	1 Remote	1 No injury/Minor Injury			
Consult: Colleagues, specialists / competent persons, Data Sheets, Manuals, Accident / ill health records, Manufacturer's instructions					
HAZARD INDEX MATRIX					
5x5 Scale	LIKELIHOOD				
	A Certainty	Very Likely	Likely	Unlikely	Remote
SEVERITY	5	4	3	2	1
Death	5	25	15	10	5
Serious injury/disablement	4	20	12	8	4
Lost time injury/ illness	3	15	9	6	3
Requires First Aid	2	10	6	4	2
No Injury/ Minor Injury	1	5	3	2	1
As Low as Reasonably Possible (ALARP)					
Preliminary Hazard Analysis (PHA)			5 Steps to Risk Assessment		
	SEVERITY		<ol style="list-style-type: none"> Identify the hazard. Identify who may be harmed and how. Analyse the risks - likelihood and severity. <ul style="list-style-type: none"> Consider the frequency and number of persons. Establish a risk rating (Likelihood x severity). Evaluate the risk and decide whether the existing precautions Decide on measures for risk reduction. Record significant findings. Review 		
1	No injury/ Minor Injury				
2	Requires First Aid				
3	Lost time injury/ Minor Injury				
4	Serious Injury/ Illness				
5	Death				
	LIKELIHOOD				
1	Remote				
2	Unlikely				
3	Likely				
4	Very Likely				
5	A Certainty				




 Date _____ Drama _____ Music _____ Production _____ Scene _____	Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS		
	Task/Activity/Area: Being on stage	Persons At Risk: Cast, Production Team	Ref: Middletown
	Department: Stage Management	Risk Assessment WITHOUT Controls: MEDIUM	Risk Assessment WITH Controls: LOW
	Site/Location: New Athenaeum Theatre	Assessor: Nele Haehnsen Signature: 	Reviewed By: Yvonne Carruthers Signature: 

Tutor/Lecturer/Production Manager - Comments

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Slips, Trips and Falls	Bruises, cuts, sprains, muscle injury, broken bones, concussion	9 (3 x 3) MEDIUM	Cast has received a health and safety induction. The Technical Stage Department is sweeping the stage before each performance. All cables have been taped down to reduce risk of tripping.	3 (1 x 3) LOW
			Spills of liquid and breakages during the show will be cleaned up in accordance with the clean up plan as per liquids and glassware risk assessment.	
			Stage Management will do a check before each performance to ensure only objects used in performance are on stage and in the wings.	
			Items on stage and in the wings will be in the same place at the same time every time.	
			Stage Management are aware of first aid protocol and first aid point in the building (Client Services).	

Tutor/Lecturer/Production Manager - Comments

FURTHER ACTIONS/MEASURES REQUIRED	Target Date:	Responsible Person:	Completion Date:
Stage Management will monitor the situation	Ongoing	Stage Manager (Nele Haehnsen)	

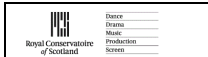
 Date _____ Drama _____ Music _____ Production _____ Scene _____	Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS			
	Task/Activity/Area: Cast at height on 2.75m high steeldeck platform	Persons At Risk: Cast, Production Team	Ref: Middletown	Initial Assessment Date: 23.09.2019
	Department: Stage Management	Risk Assessment WITHOUT Controls: HIGH	Risk Assessment WITH Controls: LOW	Last Assessment Date: 18.10.2019
	Site/Location: New Athenaeum Theatre	Assessor: Nele Haehnsen Signature: 	Reviewed By: Yvonne Carruthers Signature: 	

Tutor/Lecturer/Production Manager - Comments

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Falling off the steeldeck platform or access treads	Bruises, cuts, sprains, muscle injury, broken bones, concussion, death	15 (5 x 3) HIGH	The platform is made of steeldeck and fit for its purpose	3 (1 x 3) LOW
			The platform has been assembled and secured under the supervision of the stage technical supervisor Malcolm Stephen.	
			The platform will be lit when castmembers are on platform.	
			The platform is accessed by treads with handrails on each side which have been marked out in white tape.	
			The ASM's will torch the access and egress.	
			Only cast blocked into the action will be on platform.	
			There is no rigorous action happening on the platform.	
			Cast have received a health and safety induction onto the platform by the Stage Manager.	
			Cast have been advised by Stage Manager to inform Stage Management if they feel uncomfortable on the platform at any point in time.	
			Action will be rehearsed in show conditions.	
			The platform and treads is kept clear of any items that are not used in the scene.	
			Only items blocked to be on the platform will be on the platform.	
			Stage Management are aware of first aid protocol and first aid point in the building (Client Services).	

Tutor/Lecturer/Production Manager - Comments

FURTHER ACTIONS/MEASURES REQUIRED	Target Date:	Responsible Person:	Completion Date:
Stage Management will monitor all action involving platform	Ongoing	Stage Manager (Nele Haehnsen)	



Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS


Tutor/Lecturer/Production Manager - Comments

Task/Activity/Area: Theatrical Firearm	Persons At Risk: Cast, crew and public	Ref: Middleton	Initial Assessment Date: 23.09.2019
Department: Stage Management	Risk Assessment WITHOUT Controls: HIGH	Risk Assessment WITH Controls: LOW	Last Assessment Date: 11.10.2019
Site/Location: New Athenaeum Theatre	Assessor: Nele Haehnsen Signature: <i>Nele Haehnsen</i>		Reviewed By: Signature:

Tutor/Lecturer/Production Manager - Comments

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Theft of Theatrical Firearm	Public at risk, Police involvement	16 (4 x 4) HIGH	Only the handle of the gun will be used, it is not a real firearm and has no capability of firing.	4 (1 x 4) LOW
			The handle is secured to the holster and will not be taken out of the holster.	
			The holster will be given out to the relevant performer before the performance and collected after.	
			The holster with the handle will be stored in a lockable props cage hidden away.	

FURTHER ACTIONS/MEASURES REQUIRED	Target Date:	Responsible Person:	Completion Date:
	Ongoing	Stage Manager (Nele Haehnsen)	




 Date _____ Drama _____ Music _____ Production _____ Screen _____				Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS			
Task/Activity/Area: Food on stage		Persons At Risk: Calvin Noble, Angus Taylor, Sam Stopford, McCallister Selva, Alana Jackson		Ref: Middletown		Initial Assessment Date: 23.09.2019	
Department: Stage Management		Risk Assessment WITHOUT Controls: MEDIUM		Risk Assessment WITH Controls: LOW		Last Assessment Date: 18.10.2019	
Site/Location: New Athenaeum Theatre		Assessor: Nele Haehnsen Signature: <i>Nele Haehnsen</i>			Reviewed By: Yvonne Carruthers Signature: <i>Yvonne Carruthers</i>		

Tutor/Lecturer/Production Manager - Comments

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Eating food too quickly	Choking, throat damage, death	9 (3 x 3) Medium	Stage Management have checked that cast members required to eat on stage are comfortable doing so. Eating will only occur when cast have been directed to do so. Scenes with food will be rehearsed under show conditions. There will be no vigorous action taking place while the food is being eaten . Stage Management are aware when the action occurs and will monitor. Cast members have been advised to inform Stage Management if they are uncomfortable with the action at any point. Stage Management are aware of first aid protocol and first aid point in the building (Client Services)	4 (2 x 2) Low
Bad Preparation	Allergies, poisoning, skin conditions, anaphylaxis, illness, death	9 (3 x 3) Medium	The cast members allergy and intolerances requirements is adhered to. Cast have been informed about what food is being used. Ingredients disclosed to cast will be adhered to and any changes All food will be stored in accordance to manufacturers instructions. Food has been bought from Tesco. Food will not be used outwith the use by date. Stage Management Team have been instructed to sanitize worktops and utensils before use. Utensils and containers that will be used to prepare the food are being sanitized before use. Stage Management are aware of first aid protocol and first aid point in the building (Client Services)	

Tutor/Lecturer/Production Manager - Comments

FURTHER ACTIONS/MEASURES REQUIRED		Target Date:	Responsible Person:	Completion Date:
Stage Management will monitor the situation		Ongoing	Nele Haehnsen	
Take Ownership - Be Accountable - Get Involved - Communicate - Collaborate				
I confirm that the significant findings of the assessments in this file have been communicated to me and the control measures explained. I understand the legal				
Employee Name	Employee Signature			Date
Calvin Noble				
Angus Taylor				
Sam Stopford				
McCallister Selva				
Alana Jackson				




			
Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS			
Task/Activity/Area: Water on stage	Persons At Risk: Angus Taylor, Sam Stopford, Jack McCreadie, McCallister Selva, Alana Jackson, Margaux Mustos	Ref: Middletown	Initial Assessment Date: 23.09.2019
Department: Stage Management	Risk Assessment WITHOUT Controls: MEDIUM	Risk Assessment WITH Controls: LOW	Last Assessment Date: 18.10.2019
Site/Location: New Athenaeum Theatre	Assessor: Nele Haehnsen Signature: 	Reviewed By: Yvonne Carruthers Signature: 	

Tutor/Lecturer/Production Manager - Comments

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Drinking	Choking on liquids, throat damage, death	9 (3 x 3) Medium	Stage Management have checked that cast members required to drink on stage are comfortable doing so. Cast members have rehearsed with the liquid to be sure in their movements. There will be no vigorous action taking place while the water is being drunk. Stage Management are aware when the action occurs and will monitor. Cast members have been advised to inform Stage Management if they are uncomfortable with the action at any point. Stage Management are aware of first aid protocol and first aid point in the building (Client Services)	4 (2 x 2) Low
Spillages	Slips and falls resulting in severe physical injury to body and limbs and concussion, death	12 (3 x 4) High	There will be no vigorous action taking place when water is being used. In scenes with liquid there are clean up items on stage that cast are aware to use. Stage Management are aware when the action occurs and know of a clean up point. Clean up will happen in accordance with the cleanup plan. Stage Management are aware when the action occurs and will monitor. Cast member has been advised to inform Stage Management if they are uncomfortable with the action at any point. Stage Management are aware of first aid protocol and first aid point in the building (Client Services)	2 (1 x 2) Low

Tutor/Lecturer/Production Manager - Comments



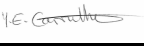
FURTHER ACTIONS/MEASURES REQUIRED Stage Management will monitor the situation	Target Date: Ongoing	Responsible Person: Nele Haehnsen	Completion Date:
Take Ownership - Be Accountable - Get Involved - Communicate - Collaborate			
I confirm that the significant findings of the assessments in this file have been communicated to me and the control measures explained. I understand the legal			
Employee Name	Employee Signature	Date	
Angus Taylor			
Sam Stopford			
Jack McCreadie			
McCallister Selva			
Alana Jackson			
Margaux Mustos			

 Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS			
Task/Activity/Area: Cast entering through stalls	Persons At Risk: Cast, Public	Ref: Middletown	Initial Assessment Date: 11.10.2019
Department: Production	Risk Assessment WITHOUT Controls: HIGH / MEDIUM	Risk Assessment WITH Controls: MEDIUM / LOW	Last Assessment Date: 18.10.2019
Site/Location: The New Athenaeum Theatre	Assessor: Nele Haehnsen Signature: 	Reviewed By: Yvonne Carruthers Signature: 	

N: Might be more specific once I know who enters

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Slips, trips and falls	Severe muscle injuries, fractures, broken bones, severe skin lacerations, severe bruising, concussion	4x4 (High)	Front of House have been informed when the action occurs and have been asked to ensure that the aisle is clear of possessions and people. Cast are aware that there may be stray items in the aisles. The cast member is walking through stalls. There is a step built for purpose onto the stage, with white tape showing the edges. Cast member have rehearsed the action in show conditions. The aisle and stage will be lit. An ASM will monitor journey from cast member from stage to auditorium entrance. Castmember have been advised to inform Stage Management if they are uncomfortable with the action at any point. Stage Management are aware of first aid protocol and first aid point in the building (Client Services)	2x4 (Medium)
Cast hurt audience	Severe muscle injuries, fractures, broken bones, severe skin lacerations	3x3 (Medium)	Cast are aware of surrounding audience. Front of House have been told at what time during the show the cast are in the auditorium. The walk has been rehearsed in show conditions. The action in the auditorium does not involve audience members. Stage Management and Front of House are aware of first aid protocol and first aid point in the building (Client Services)	2x3 (Low)

FURTHER ACTIONS/MEASURES REQUIRED	Target Date:	Responsible Person:	Completion Date:
Stage Management will monitor the situation	Ongoing	Nele Haehnsen	
Take Ownership - Be Accountable - Get Involved - Communicate - Collaborate			
I confirm that the significant findings of the assessments in this file have been communicated to me and the control measures explained. I understand the legal			
Employee Name	Employee Signature	Date	
Kieran Duncan			

 Dance Drama Music Production Screen		Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS		
Task/Activity/Area: Theatrical choking	Persons At Risk: Calvin Noble	Ref: Middletown	Initial Assessment Date: 17.10.2019	
Department: Production	Risk Assessment WITHOUT Controls: HIGH / MEDIUM	Risk Assessment WITH Controls: MEDIUM / LOW	Last Assessment Date: 19.10.2019	
Site/Location: The New Athenaeum Theatre	Assessor: Nele Haehnsen Signature: 		Reviewed By: Yvonne Carruthers Signature: 	



Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Injury while performing stage combat sequence	Bruising, strained muscles, choking	4x3 (High)	Cast has collaborated with the director to block the movement safely. Cast member with some training in stage combat is in the sequence and is aware that health and safety is a priority. The cast members are in control of the action at all times and the action has been rehearsed and blocked carefully with health and safety in mind. Cast has been instructed to complete a full body warm up before rehearsal Cast members are wearing shoes during the action, providing good grip and minimizing the possibility of slipping The sequence poses no physical threat to the performer negating the need for a safe word. The choking sequence is very short minimising the risk of any physical harm to the performers. Stage management have the blocking for the sequence notated and will monitor to make sure that this is adhered to and not embellished in any way that could compromise on health and safety. Castmember have been advised to inform Stage Management if they are uncomfortable with the action at any point. Stage Management are aware of first aid protocol and first aid point in the building (Client Services) Castmember have been advised to inform Stage Management if they are uncomfortable with the action at any point. Stage Management is aware of when the action occurs and is present at all times when the sequence is being rehearsed. Stage Management is aware of the first aid procedures and nearest first aid point	1x2 (Low)

FURTHER ACTIONS/MEASURES REQUIRED	Target Date:	Responsible Person:	Completion Date:
Stage Management will monitor the situation	Ongoing	Nele Haehnsen	

Take Ownership - Be Accountable - Get Involved - Communicate - Collaborate

I confirm that the significant findings of the assessments in this file have been communicated to me and the control measures explained. I understand the legal

Employee Name	Employee Signature	Date
Calvin Noble		

 Dance _____ Drama _____ Music _____ Production _____ Screen _____		Risk Assessment Form ASSESSMENTS TO BE COMPLETED BEFORE STARTING NEW ACTIVITIES/TASKS		
Task/Activity/Area: Facepaint	Persons At Risk: Cast	Ref: Middletown	Initial Assessment Date: 23.09.2019	
Department: Stage Management	Risk Assessment WITHOUT Controls: HIGH	Risk Assessment WITH Controls: LOW	Last Assessment Date:	
Site/Location: New Athenaeum Theatre	Assessor: Nele Haehnsen Signature: 		Reviewed By: Signature:	

Hazard <i>Something with the potential to cause harm</i>	Consequence <i>The effect of that harm</i>	Without Control Measures Ri (L x C)	Control Measures	With Control Measures Ri (L x C)
Facepaint on cast members face	Irritation of skin, allergic reaction		A patch test has been performed on the relevant cast members skin without any reactions.	
			The cast members have not disclosed any allergies.	
			Stage Management are aware of when the action occurs and will monitor.	
			The product used to is cosmetic grade and is intended for use on the skin.	
			Cast members have been advised to inform Stage Management if they are uncomfortable with the action at any point.	
			Stage Management are aware of first aid protocol and first aid point in the building (Client Services)	

FURTHER ACTIONS/MEASURES REQUIRED	Target Date:	Responsible Person:	Completion Date:
Stage Management will monitor the situation	Ongoing	Nele Haehnsen	

Take Ownership - Be Accountable - Get Involved - Communicate - Collaborate

I confirm that the significant findings of the assessments in this file have been communicated to me and the control measures explained. I understand the legal

Employee Name	Employee Signature	Date