



BECKENHAM THEATRE RISK ASSESSMENT FORM

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|---|--|----------------|--|
| PRODUCTION: | | DIRECTOR: | |
| DATES (1 st REHEARSAL TILL CLEAR OUT): | | STAGE MANAGER: | |

TO BE COMPLETED BY THE DIRECTOR AND/OR STAGE MANAGER, AND HANDED TO THE HEALTH AND SAFETY OFFICER OR ANY OTHER TRUSTEE PRIOR TO COMMENCEMENT OF REHEARSALS. ANY HEALTH AND SAFETY CONCERNS MUST BE DISCUSSED WITH THE HEALTH AND SAFETY OFFICER, OR ANOTHER TRUSTEE, AND RESOLVED PRIOR TO THE COMMENCEMENT OF REHEARSALS, OR AS SOON AS THEY ARE DISCOVERED.

THE DIRECTOR AND/OR STAGE MANAGER MUST ENSURE THAT ALL PERSONNEL INVOLVED IN THEIR PRODUCTION ARE AWARE OF THE HEALTH AND SAFETY RISKS IDENTIFIED BELOW, AND COMPLY WITH THE ACTIONS NECESSARY TO MINIMISE THOSE RISKS. ANY QUESTION TO WHICH THE ANSWER IS "NO" MUST BE DISCUSSED WITH THE HEALTH AND SAFETY OFFICER OR ANOTHER TRUSTEE AND RESOLVED PRIOR TO COMMENCEMENT OF REHEARSALS.

The Trustees:

- have overall and final responsibility for health and safety
- have day to day responsibility for ensuring that the health and safety policy is put into practice

The Trustees are responsible for:

- preventing accidents and ill health by managing the health and safety risks in the building
- providing clear instructions and information, and adequate training to ensure that all people working on theatre premises are safe
- engaging and consulting with users on day to day health and safety conditions
- implementing emergency procedures – evacuation in case of fire or another significant incident
- maintaining safe and healthy conditions, providing and maintaining plant, equipment and machinery, and ensuring safe storage and use of hazardous substances

The Health and Safety law poster is displayed in the Kitchen

The First Aid Box is located in the Kitchen

The Accident book is located in the Kitchen

The Health and Safety folder located in the Kitchen, contains: Health and Safety Policy, Fire Policy and Procedure, full Risk Assessment sheet, HSE guidance sheets, Records of Health and Safety Audits, Completed Production Risk Assessments (this document), Substance Safety Data Sheets.



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| HAZARDOUS ACTIVITY | CHECK | Yes, No, N/A | RISK if Yes | Comments/Concerns |
|--|--|--------------|-------------|---|
| External Slips/Trips/Falls | Are external surfaces well-maintained? | | LOW | <i>HSE guidance for slips trips and falls is available in the H & S folder in the kitchen.</i> |
| | Is there good lighting in the car park after dark? | | | |
| Internal Slips/Trips /Falls | Is all internal flooring even, not slippery, and with no loose floor coverings? | | LOW | <i>HSE guidance for slips trips and falls is available in the H & S folder in the kitchen.</i> |
| | Is there good lighting in all areas? | | | |
| | Will all spillages be cleaned up immediately? | | | |
| | Are there mats inside front door to prevent rain from being walked in? | | | |
| | Are corridors clear of obstructions? | | | |
| Working at height, e.g. changing lights, bulbs, cleaning windows, putting up decorations | An appropriate commercial step ladder is provided. Is it in good condition, securely stored and available for use? | | LOW | <i>HSE guidance for working at height and the safe use of step ladders is available in the H & S folder in the kitchen.</i> |
| | Are personnel working at heights familiar with the HSE guidance? | | | |
| Stage Construction involving tools, chemicals, manual handling, lone working | Will personnel be accompanied when working with power tools, or working at height? | | LOW | <i>HSE guidance for working at height and manual handling is available in the H & S folder in the kitchen.</i> |
| | Will individuals use only their own tools? | | | |
| | Is heavy lifting performed in a planned way, using sufficient crew members for the job? | | | |
| | Are there at least two separate escape routes from the auditorium/stage left clear at all times? | | | |



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|--|---|--------------|-------------|---|
| Auditorium | Is good lighting available in the auditorium as the floor is uneven? | | LOW | |
| | Are the emergency exit signs visible at all times? | | | |
| | Do the emergency exit signs illuminate? | | | |
| Hazardous Substances, such as paints, cleaning materials | Are personnel using hazardous substances familiar with the Safety data sheets provided with all products which they are using? | | LOW | <i>HSE guidance for COSHH and PPE and Safety Data sheets are available in the H & S folder in the kitchen.</i> |
| | Are personnel using hazardous substances taking appropriate precautions, e.g. wearing protective gloves, goggles, and clothing? | | | |
| | Are “low volatiles” paints used, and ventilation maximised, to reduce the inhalation of toxic fumes? | | | |
| | Are all hazardous substances kept in their original containers? | | | |
| Electricity | Have all portable appliances been checked for electrical safety within the last two years? (see H&S Folder) | | HIGH | <i>Records of PAT, and HSE guidance for working with electricity is available in the H & S folder in the kitchen.</i> |
| | Is unsafe electrical equipment marked as such and taken out of use? | | | |
| | Do theatre crew know location of fuse box? | | | |
| | Do theatre crew know how to change lights, bulbs etc? | | | |
| | Have lighting and sound crew been trained in the correct use of the equipment? | | | |
| Stored equipment, e.g. flats, props, furniture | Is equipment stored such that it won't collapse? | | LOW | |
| | Are all storage areas kept organised and tidy? | | | |



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|-------------------------|--|--------------|-------------|--|
| Manual Handling | Have all personnel (including actors) who will shift heavy items been instructed in safe manual handling techniques? | | LOW | <i>HSE guidance for manual handling is available in the H & S folder in the kitchen.</i> |
| | Do crew know where to find trolleys if required? | | | |
| Working in the fly loft | Is the stage kept clear of personnel when raising and lowering lighting rigs, scenery etc? | | LOW | <i>HSE guidance for slips trips and falls is available in the H & S folder in the kitchen.</i> |
| | Are fly loft crew instructed in tying off lifting ropes securely? | | | |
| | Are trailing ropes kept off the floor to avoid trips? | | | |
| | Is safety light on at top of stairs for personnel passing through fly loft? | | | |
| | Have fly loft crew been instructed in safely pulling and tying off ropes? | | | |
| Food | Is food used in the production stored appropriately, and eaten within the use by date? | | LOW | |
| | Have food allergies or intolerances for personnel eating or drinking in the production been catered for? | | | |
| Fire | Are you aware of the recommendations of the Fire risk assessment? | | HIGH | <i>The Fire Risk Assessment is available in the H & S folder in the kitchen.</i> |
| Safeguarding Children | Are under-eighteen-year-olds supervised at all times by an adult who has had training in Safeguarding? | | LOW | |
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I have considered the above risks, and will take all reasonable steps to minimise them. I have brought any concerns to the attention of the trustees of Beckenham Theatre Company, so that these may be resolved before production takes place.

Signed (Director/Stage Manager)

Date

Signed (Trustee)

Date