## SALTFORD COMMUNITY ASSOCIATION

## STAGE USER RISK ASSSESSMENT 31/10/2023

RISK ASSESSMENT Type of risk assessment: <u>Activity</u> / Design / <u>Building</u> (underline)

Name(s) - Saltford Community Association Chairman

Department - All All Trustees

Event - Various Stage Manager: (volunteer)

Drama manager: (volunteer)

Location(s) - Saltford Hall. Hall manager

Severity (S)Likelihood (L)Risk Factor (R)S x L= R1 Low- slight1 Low- unlikely1/2 Low- may require additional control2 Medium- injury2 Medium- occasional3/4 Medium- probably requires additional control3 High- serious3 High- probable6/9 High- unacceptable

N o	Hazard (bold heading) Associated risks (listed below)	People at risk	Ri	Risk factor		Risk reduction measures		educe sk fact		Action/Comments
	·		S	L	R		S	L	R	
1	Inadequate use of personal protection equipment	Volunteers, staff and stage crew				Where necessary, seek advice from the Hall Manager.				Yellow hard hat, high visibility jackets, stout gloves available from the Green Room
2	Manual handling	Volunteers, staff and stage crew								All volunteers and staff must be aware of correct procedures
	Carrying heavy and /or awkward objects		2	2	4	Ensure all staff and volunteers are aware of manual handling instructions and that items are lifted by the correct number of people.  Manual Handling Posters to be displayed.	2	1	2	Drama manager to ensure awareness of instructions
			2	2	4	Make sure all sharp edges are covered or smooth before lifting objects	1	1	1	DM

	Carrying of props		1	2	2	Appropriate PPE (e.g. hard hats, yelllow hi-vis jackets) must be worn while moving and assembling props and raising or lowering curtain beams / bars  Ensure all staff and volunteers are aware	2	1	1	Ensure appropriate PPE is available.
	Back strain and or muscular injury		2	2	4	of procedures for carrying large props  Ensure volunteers and staff use casters and lifting equipment where possible.	2	1	2	SM
3	CABLES	Volunteers, staff and Stage Crew	2	2	4	Ensure all cables that are running across the floor are covered with a mat covering. Any cables that are near edges must be taped down with strong tape.  Sound and lighting cables to be gaffer taped	1	1	3	Tape / gaffer tape to be available from stage manager or Hall Manager
4	TRIP HAZARDS									
	Badly managed cables, props, spillages can cause falls, slips or trips and lead to injury	Volunteers, staff, cast and crew.	2	2	4	Team leader to walk all areas to ensure the floor is clear before each stage show. and report any damage or spillages to cast director. Spillages to be cleared up/dealt with immediately.	2	1	2	All volunteers must be aware
4A	USE OF STAGING Setting up of stage, props lighting and flats.									
	Falls or trips from staging or when working from heights	All volunteers and staff	3	2	6	All cast and volunteers to take the opportunity to walk the set and stage areas.	3	1	3	SM
5	EXCESSIVE LOUD NOISE									

	Injury to hearing caused by constant loud noise or short sudden bursts	Volunteers, staff, stage cast and stage crew	2	2	4	Team leader to monitor .  Ensure the appropriate PPE is available and worn (e.g. ear protection/ protective shields).	1	1	1	Ensure appropriate PPE is available. Team leaders, hearing aid users and others must be aware of others needs. Hearing aid users should have them switched on.
6	CONFINED SPACE									
	Poor ventilation, low lighting levels, low beams and bulkheads	Volunteers, staff, stage cast and stage crew	1	3	3	Appropriate PPE to be worn when appropriate. Lighting level to be as high as appropriate	1	2	2	Ensure appropriate PPE is available.
7	MOVING LARGE OBJECTS AND SET PIECES									
	Physical injury such as trapped fingers	Volunteers, staff and stage crew.	2	2	4	Ensure correct manual handling procedures are followed. Appropriate PPE/stout gloves to be worn.	2	1	2	SM
8	BACK STAGE AREAS									
	Dimly lit stairways leading to trips and falls	Volunteers, staff, stage cast and stage crew	2	2	4	Ensure lighting is working and-stairways are kept clear	2	1	2	Hall manger to check lighting is fully working
8A	FLY FLOOR COMMUNICATION	Volunteers, staff and stage crew	2	2	4	Ensure when lowering and lifting curtains or beams that clear verbal communication Is followed. "Heads up" command to be shouted. Make sure that all stage crew and actors are aware of the warnings.	2	2	2	SM
	CURTAIN BRAKE		2	2	4					

						Ensure curtains brake is released and reapplied after use. Only authorised persons to operate.				Users to be authorised and recorded.
9	USE OF IMITATION WEAPONS GUNS/SPEARS/SWORDS.	Cast manager and stage crew	1	2	2	All cast and volunteers must have correct training. Discuss use of imitation weapons with the Hall Manager	1	1	1	
	Reference: the Violent Crime Act 2006.					Guns. Any item having the 'external appearance' of a gun is now considered to be a 'realistic imitation firearm', and as such is now banned 'in all public places'. However the Violent Crime Act 2006 provides a legal defence in law if you can prove that they are 'required and necessary' for a specific theatre (see production, Section 37 Par 238. A Guns - Crime Reduction Bill Theatres)  It is strongly advised that you prove to yourselves and set down in writing the need for such an imitation gun, so as to have this available on request. e.g. refer to the actual pages in the script.  When not in use, imitation guns should be kept under lock and key.  Swords, spears or any items with a sharp edge or point are prohibited.				
10	EATING ON STAGE					Eating on stage is forbidden				
	Choking / spillages		2	1	2	Spillages clean up Spillages clean up immediately/ food allergies volunteers must be fully advised from cast.	1	1	1	SM/ DM

11	QUICK COSTUME CHANGES									
	Over-rushing could lead to accidents, trips, falls or other injuries.	Stage Cast	2	2	4	Clear floors and movement areas of obstacles, no running on stairways or corridors. Quick costume changes should be rehearsed carefully and assistance provided where necessary.	2	1	2	DM
12	ELECTRICAL EQUIPMENT									
	Electrocution/ Electric shock	Volunteers, staff, Stage Cast and Stage Crew	2	2	4	All electrical equipment must have an upto-date PAT test completed. All items visually to be checked. All items to be turned off when not in use.	2	1	2	SM/ HM/DM
	240 V tools					Check that all 240v tools are double insulated and RCD protected, unplug when not in use. Crew who bring their own power tools must make sure there are up-to-date PAT tested.				
13	LAMPS HANGING FROM GANTRIES/ CHAINS									
	Burns from hot lamps Comment: risk is less as we switch to LED systems	Stage Cast and Stage crew	3	2	6	Ensure cast and volunteers are informed about hanging lanterns and safety chains are fitted and attached to a secondary point on the hanging bar.  Use LED systems whenever possible to mitigate risk.	2	1	2	SM
	Cuts, lacerations and head injuries from bumping into lamps		2	2	4	Where appropriate lantern edges to be highlighted with yellow or white tape.				
14	FIRST AID	All present	2	2	2	First aider to be present at each production and fully conversant with DEFIB operations. All involved to be aware of first aid box's location.	1	1	1	SM DM

15	LADDERS/ STEPS LADDERS									
	Stiles, feet, rungs, locking mechanism, platforms treads	Volunteers, staff and stage crew	2	1	4	Ladders to be locked and used only by authorised persons who are appropriately trained. Ensure all stiles are not bent or damaged. Ensure all feet are in place and not missing or worn, rungs not bent or missing, locking mechanism works properly. Ensure platforms are not bent and all treads and rungs are fully in place.	1	1	3	SM DM
16	FATIGUE / DEHYDRATION	Stage Cast and Stage Crew	3	3	9	Take regular breaks and fresh air breaks.  Never use equipment when tired.	2	1	2	DM SM
17	ROPES									
	Ropes hanging or tied incorrectly	Stage Cast and Stage Crew	1	2	3	Ensure all ropes are tied in line with best practice. When lowering and raising appropriate PPE to be used. To avoid Hessian rope burn, gloves must be used and made available.	1	1	2	SM
18	USE OF CORDLESS TOOLS WOODEN MATERIAL									
	Injuries, cuts. severing of limbs	Volunteers and stage crew	2	2	4	Ensure all users are properly trained. Remove batteries after use or when unattended.	2	1	2	SM DM
	Saw dust in eyes  Dust hazards					Check all safety guards. Use correct PPE. Use an extractor fan when needed.				
	Splinters					To reduce dust use a light spray of water before sweeping.				

						Always consider COSHH when using different materials.	
19	FIRE	All present	3	1	3	Ensure that access to fire exits is kept clear.  Stage Manager/Drama Manager/Front of House manager/Event Lead to be fully conversant with activation process and key location and deactivation procedure.	SM/DM/FHM
20	WELFARE	All present				Young people to have supervision at all times.  Ensure pregnant members of cast and audience have easy access to toilets and frequent breaks.  Verbal abuse will not be tolerated. Any persons verbally abusing will be asked to leave the building or police will be called (event manager)  Temperature controls throughout the building to be in line with comfort and weather conditions.	SM/DM

Approved and reviewed by the Trustees annually.

Richard Evans Honorary Chairman Saltford Community Association