

## Risk Assessment Form

Event / Task	Technical – Get in / Out operation performance.	Date	6 November 14
Production	Negative Space	Venue	

Assessed By	Kate Perridge	Approved By	N/A
Position	Producer	Position	N/A

Hazard	Potential Effect	Low/Medium/High Risk	Who Is At Risk	Control Measures
Rigging at Height	<ul style="list-style-type: none"> <li>Falling off</li> <li>Piercing wounds</li> </ul>	Low	Technical Team	<ul style="list-style-type: none"> <li>Only use competent staff</li> <li>Access equipment should be of a good working order and assessed before use.</li> <li>All persons using the space at the same time should be aware of people working at height.</li> <li>User should not over reach or carry heavy items up to working level</li> <li>User to have final say in all working at height aspects.</li> </ul>
Electrocution	<ul style="list-style-type: none"> <li>Risk of serious injury</li> <li>Burns</li> <li>Falls after shock</li> <li>Risk of Death</li> </ul>	Low	Technical Team	<ul style="list-style-type: none"> <li>Use equipment In accordance with manufacturer's instructions</li> <li>Visually inspect plugs are securely attached and undamaged</li> <li>Check the equipment and flex are in good condition</li> <li>Only use multi outlet devices that have been designed for the purpose in which they are to be used - DO NOT OVERLOAD THEM</li> <li>Do not operate electrical equipment with wet hands</li> <li>Unplug electrical appliances by the plug and not the flex</li> <li>Remove any faulty electrical equipment from service immediately and MARK CLEARLY it is FAULTY</li> <li>Repair of any faulty equipment should only be undertaken by a competent person.</li> </ul>

Manual Handling / unloading van & car's	<ul style="list-style-type: none"> <li>Minor / serious injury to the back hands and feet</li> </ul>	Low	Technical Team and designated company members	<ul style="list-style-type: none"> <li>Adopt a good handling technique - Remember to bend the knees/ankles and NOT the back when lifting</li> <li>All lifts to be planned in advanced so that all staff are sure of what is going on</li> <li>DO NOT bend over</li> <li>Seek assistance if the load is too heavy or awkward</li> <li>Reduce the weight load where possible</li> <li>Keep the work area tidy</li> <li>All routes to be cleared to bring equipment in to the venue</li> <li>Van loaded / unloaded in safe order</li> </ul>
Tripping over Tempory cabling / equipment	<ul style="list-style-type: none"> <li>Risk of colliding with other objects and or people</li> </ul>	Low	All company	<ul style="list-style-type: none"> <li>All staff to be aware that there is Tempory cabling on the ground.</li> <li>Equipment / cables no longer in use should be returned to a safe area</li> <li>No cables to be moved without the knowledge of company artists.</li> <li>No objects to be handled without the knowledge or concent of the company artists.</li> </ul>
Rigging / Falling objects	<ul style="list-style-type: none"> <li>Piercing wounds</li> <li>Minor / serious injury to the head</li> </ul>	Low	All users of space	<ul style="list-style-type: none"> <li>All equipment that is to be rigged overhead is to be checked by in house technician.</li> <li>All equipment to be rigged by a competent person.</li> <li>All equipment to have a secondary safety device fitted</li> </ul>
Construction and removal of plasterboard	<ul style="list-style-type: none"> <li>Plasterboard sheets falling</li> </ul>	Low	All company	<ul style="list-style-type: none"> <li>Two company members to each piece of plasterboard at all times, one to hold it secure and one to attach / remove it from set frame.</li> <li>Set to be tested for any weaknesses before each performance.</li> </ul>
Performing at height	<ul style="list-style-type: none"> <li>Risk of falling</li> </ul>	Low	All company performers	<ul style="list-style-type: none"> <li>Scenery to be tested and secured before each performance by individual company members.</li> <li>All artists trained in working at heights and within the scenery construction.</li> <li>Height not to exceed 3.4m.</li> <li>No objects to be moved without the knowledge or agreement of the company artists.</li> </ul>

Physical exertion / strenuous movements.	<ul style="list-style-type: none"> <li>Stress / strain / fatigue</li> </ul>	Low	All company members	<ul style="list-style-type: none"> <li>Regular breaks will be called throughout the working day</li> <li>Cast to be trained in appropriate warm-up techniques, and time made available to do this before every rehearsal and performance.</li> <li>Any strenuous action within the performance will be blocked and supervised by a competent person.</li> </ul>
Performing with hammers and saw	<ul style="list-style-type: none"> <li>Risk hitting another performer</li> <li>Risk dropping hammer</li> <li>Risk of cuts from saw</li> <li>Hammer heads detaching and flying off</li> </ul>	Medium	All users of space	<ul style="list-style-type: none"> <li>All artists to receive appropriate training in the use of tools</li> <li>Work with tools to be thoroughly rehearsed</li> <li>Hammers used are the 450g – lighter than standard use hammers</li> <li>Tools not to be left in a hazardous position during the performance and to be stored safely when not in use.</li> <li>Hammers and brand new and only been used for the show. Hammerheads are tested to make sure they are secure before every show.</li> </ul>
Use of Electric Screwdriver	<ul style="list-style-type: none"> <li>Risk of injury to fingers and hands</li> </ul>	Low	All company members	<ul style="list-style-type: none"> <li>All company members to receive appropriate training in the use of tools</li> <li>Work with electric screwdriver to be thoroughly rehearsed</li> <li>Electric screwdriver not to be left in a hazardous position during the performance and to be stored safely when not in use</li> </ul>
Performing with plasterboard and breaking plasterboard	<ul style="list-style-type: none"> <li>Risk of splinters hitting a performer</li> <li>Risk of performers touching splinters on stage</li> <li>Risk of dust being inhaled</li> </ul>	Low	All users of space	<ul style="list-style-type: none"> <li>Stage to be clear of performers behind the section of plasterboard being broken</li> <li>Company members to wear shoes at all times</li> <li>Area to be kept ventilated whenever possible before and after performance</li> <li>Plasterboard sheets to be sprayed damp before each performance to minimise dust</li> <li>Company members to wear dust masks when sweeping up</li> <li>Stage to be thoroughly cleaned after performances</li> </ul>