

## Risk Assessment

<b>Risk Assessment for the activity of:</b>	<b>Blue Moon Bay Technical Risk Assessment</b> Training, tidying and other general activities within performance areas and storage spaces. Set-builds, get-ins and get-outs, tech rehearsal, dress rehearsals and performances.	<b>Date:</b>	<b>16/04/2026</b>
<b>Group Name:</b>	<b>SUSU Stage Technicians' Society</b>	<b>Assessor:</b>	<b>James Alcock</b>
<b>Supervisor:</b>	<b>Emily Goring</b>	<b>Signed off:</b>	<b>SUSU Activities Team</b>

### PART A - Risk assessment

(1) Risk Identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed (See Risk Groups section)	Inherent			Control Measures	Residual			Further Controls
			Likelihood	Impact	Score		Likelihood	Impact	Score	

#### Section 1 - Common risks encountered

Carrying Heavy Loads	Short- and long-term injury from incorrect lifting technique	X	4	4	16	All crew will be supervised by a competent StageSoc member, who will ensure proper manual handling technique. Crew must ensure that they follow proper lifting procedure, reminding others when necessary. Ensure that the lift is planned beforehand, including route and destination and communicate this to all involved. Ensure that all crew members are aware of their own capabilities and are not pushed to exceed them. Crew encouraged to use gloves and other Personal Protective Equipment (PPE) when they deem necessary. When carrying, breaks should be taken every 10m or where necessary.	2	4	8	
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Moving of flight cases / staging / palettes / bulky equipment	Injuries from movement of equipment	G X	4	4	16	All crew will be supervised by a competent StageSoc member, who will ensure proper manual handling technique.	2	4	8	
						Crew must ensure that they follow proper lifting procedure, reminding others when necessary.				
						Crew are to wear steel-toe-capped boots when handling deck, and sturdy footwear for other handling (e.g. not to wear flip-flops).				
						Where possible, items should be transported on wheels.				
						All crew to be aware of surroundings whilst moving in public areas (e.g. Highfield campus) and a designated leader should clear the way of pedestrians.				
Falling from height (ladders)	Injuries from falling to ground, fragile surfaces or being impaled onto items below	X	4	4	16	All crew will be supervised by a competent StageSoc member, who will ensure proper ladder technique.	2	4	8	Ladder inspections to be carried out by the Annex Officer every 3 months, and after any incident involving a ladder.
						Ensure that all locking pins are secure whilst the ladder is in use.				
						Ensure that the ladder is being footed by another member of crew where appropriate (such as while lifting heavier loads).				
						Ensure ladder has an in-date inspection tag attached.				
						No crew member should carry excessive loads up ladders (e.g. a rope and pulley system should be used to raise heavy loads).				
						If any item is dropped, a loud verbal warning must be given (e.g. "Heads!").				
Items dropped from height	Head injuries from items (e.g. spanners) dropped from height	B C G X	5	4	20	All crew will be supervised by a competent StageSoc member, who will ensure safe practices for working at height.	2	4	8	Ladder inspections to be carried out by the Annex Officer every 3 months, and after any incident involving a ladder.
						Ensure that all crew members are aware of their own capabilities carrying loads up ladders and are not pushed to exceed them.				
						Avoid intentionally dropping items from height if possible, even if area below seems clear. If unavoidable, warn those in vicinity.				
						Secure tools to user/ladder using lanyards whenever possible.				
						Ensure others are aware of work going on at height and that the area directly under the ladder is kept clear.				
						No crew member should carry excessive loads up ladders (e.g. A rope and pulley system should be used to raise heavy loads).				
						If any item is dropped, a loud verbal warning must be given (e.g. "Heads!").				

Touching hot lanterns	Burns from contact with hot lanterns	X	4	3	12	Ensure that all crew members are aware of safe working methods, including knowing where the lantern is safe and not safe to touch.	1	3	3	If burn occurs, treat under cool, running water as soon as possible.
						Ensure person up ladder is aware which lights are on.				
						If possible allow lantern to cool before moving.				
						Use yoke or handles to move lantern at low power.				
						Use PPE where appropriate (e.g. Gloves).				
Fixtures falling due to failure of rigging hardware	Wide range of injuries from falling objects	A B C G X	2	4	8	Ensure that clamps are done up tightly and that safety chains / bonds are used for hanging fixtures. These are to be rated for 10x static fixture weight.	1	4	4	Annex Officer to carry out a set inspection before set is used by cast and report anything that needs to be rectified to the Technical Liason.
						Ensure that bars are adequately secured to the ceiling/walls with each use and that any extra bars are firmly secured to those pre-installed.				
						All weight-bearing equipment should be tested and limits adhered to.				
						Crew should not overload installed or extra bars.				
Falling set or materials	Wide range of injuries from falling objects	A B C G X	4	4	16	Flats should be stored properly and roped against the wall where possible.	2	4	8	Annex Officer to carry out a set inspection before set is used by cast.
						Avoid unstable stacking of sheet materials/set etc. especially in public areas.				
						Flats on stage must be securely fixed by wire/rope or braces.				
Truss / scenery collapsing	Wide range of injuries from heavy falling objects	A B C G X	4	5	20	Ensure all truss / bars are adequately secured to the ceiling/walls or are correctly and adequately supported from the ground with stands/legs.	1	5	5	
						Do not overload truss/bars/stands.				

Fire risk from lanterns	Serious burns and smoke inhalation, possible loss of life or property damage	A B C G X	4	5	20	Ensure lanterns are placed a suitable distance away from set, drapes, etc.	2	5	10	Annex Officer is to check that all fabrics on the stage that do not form part of the standard stage draperies have been adequately treated with flame retardant.
						Ensure lanterns are PAT tested according to industry recommendations and cleaned of dust.				
						Ensure all set, drapes, fabric, masking etc. have been treated with an appropriate fire retardant sufficiently recently.				
Spread of fire by combustible materials	Serious burns and smoke inhalation, possible loss of life or property damage	A B C G X	4	5	20	Ensure that scenery, props and masking are built from inherently fire retardant materials if possible.	1	5	5	
						Alternatively, treat with suitable fire retardant.				
						Keep combustible materials away from sources of ignition.				
Incorrect use of power tools	Major injury from tools	C X	5	5	25	Ensure that all personnel using tools are properly trained and are competent to use them.	2	4	8	All powered tools will undergo regular maintenance and cleaning, with additional maintenance if faults are reported. This is to be done every 2 months due to their frequency of use.
						Tools should be plugged into a supply protected by an RCD circuit breaker or used with a standalone plug-in RCD.				
						Ensure tools are kept in a good state of repair and have not had safety features disabled, in accordance with PUWER.				
						Ensure tool is visually inspected before every use.				
						Work pieces should be properly secured/supported and guides clamped in place.				
						Hands and hair should be kept clear of blades/bits/etc.				
						Appropriate PPE (e.g. eye protection, dust masks, ear defenders etc.) should be worn when using power tools.				
										Cast are only allowed to use battery-powered drills for the purpose of undoing screws in set during a get-out.

Incorrect use of hand tools	Minor injury from tools	X	5	3	15	Ensure that all personnel using tools are properly trained and are competent to use them.	2	3	6	Hand tools are to be inspected every month, with damaged items removed from use and replaced.
						Ensure tools are kept in a good state of repair.				
						Work pieces should be properly secured/supported and guides clamped in place.				
						Hands and hair should be kept clear of blades/bits/etc.				
Using paints / varnishes / solvent-based chemicals	Respiratory distress (or long-term illness) or eye damage	C G X	4	3	12	Follow instructions on containers and use in well-ventilated areas or outdoors when instructed to do so.	2	3	6	
						Take particular care with coatings that have a high VOC content, and only use in well-ventilated areas, or outdoors.				
						Wear respiratory PPE if necessary.				
Use of COSHH designated substances	Long-term illness from exposure to substances	G X	4	3	12	Keep COSHH items locked in a designated cupboard when not in use.	2	3	6	Substances classified as COSHH are not to be used by any person that is not a trained StageSoc member.
						Have Material Safety Data Sheets (MSDSs) immediately available.				
						Minimise exposure to substances.				
						Use in accordance with manufacturer's instructions.				
Injury from nails, needles, pins, splinters etc.	Minor puncture wounds	B C G X	4	3	12	Nails / screws should be recessed or flush with surfaces.	2	3	6	Annex Officer to carry out a set inspection before set is used by cast.
						Any protrusions should be covered to reduce the risk of injury and people should be made aware of the risk.				
						Appropriate, sturdy footwear to be worn at all times.				
						Plane or sand wood to remove splinters.				
						Exercise extra care when moving unfinished set pieces or dismantling set as splinters / protruding nails may be present; advise people to wear gloves.				
						Good housekeeping should be maintained e.g. stage should be swept regularly.				
						Tools and fixings recommended to be left on front lecture benches when not in use.				
						Costumers should take reasonable precautions to avoid injury from pins and needles, including being properly trained on the safe use of sewing machines etc.				

Risk of fire from electrical appliances	Serious burns and smoke inhalation, possible loss of life or property damage	A B C G X	4	5	20	PAT (Portable Appliance Test) equipment according to industry recommendations.	2	5	10	Equipment that fails PAT testing or shows signs of damage is taken out of use and replaced or repaired by a competent person.
						Inspect equipment for signs of wear/damage before each use.				
						Use appropriate cables and fuses for installation.				
						Ensure all set, drapes, fabric, masking etc. have been sufficiently recently treated with an appropriate fire retardant sufficiently recently.				
Electric shock	Major cardiac injury from electric current	A B C X	4	5	20	PAT (Portable Appliance Test) equipment according to industry recommendations.	2	5	10	Due to the frequency and nature of their use, all electrical items are to receive a combined inspection and test every 12 months. Hand-operated machinery and equipment that uses water (e.g. kettles) are to receive a combined inspection and test every 6 months.
						Ensure that equipment has valid PAT certification / sticker if hired.				
						Inspect equipment for signs of wear/damage before each use.				
						Use appropriate cables and fuses for installation.				
						Ensure equipment is unplugged before servicing / replacing blown lamps etc.				
						Equipment should only be serviced by those sufficiently competent and experienced to service them.				
						Lighting equipment should only be handled while live for focusing and extra care should be taken.				
						Stage / truss should be earthed when electrical appliances are used.				
Trip hazards (e.g. cables and set)	Grazes and sprains from tripping	A B C G X	5	3	15	Avoid routing cables across walkways if possible (e.g. by taping over doors etc.).	2	3	6	Annex Officer to carry out a set inspection before set is used by cast.
						Tape cables down where they have to be run across floors.				
						Ensure fire exit routes are kept clear of obstructions.				
						Clearly mark hazards.				
						Ensure that good housekeeping is maintained.				
			Tools and fixings recommended to be left on front lecture benches when not in use.							

Loud noise	Hearing damage from noise	B C X	4	4	16	Avoid excessive volumes. Where excessive noise levels are necessary limit the time period, and ensure that only necessary personnel are in the vicinity.	2	4	8	
						Advise the use of ear plugs if the noise level is above 87dB(A).				
						Ensure persons operating sound equipment are sufficiently trained and competent.				
						Follow industry good practice and advice from HSE.				
Dehydration & Exhaustion	Fatigue and Dehydration	B C X	4	4	16	If any person feels or appears unwell or tired they should be encouraged to rehydrate and rest.	2	4	8	Everybody should monitor each other for symptoms.
						If any person feels or appears unwell or tired they should not be allowed to work at height or with power tools.				
						Ensure water / fluids are available for all cast and crew.				
						Work for prolonged periods of time should be discouraged.				
						If extended working hours are needed then time should be planned to allow for rest / rehydration / eating.				
Stored items falling from height	Head injuries from large items (e.g. lanterns, treads) falling from height	C X	4	4	16	All crew will be supervised by a competent StageSoc member, who will ensure safe practices for working at height.	2	4	8	Annex Officer to carry out a review of storage areas annually to ensure that they remain suitable for use.
						Ensure that clamps are done up tightly and that safety chains / bonds are used for hanging fixtures while in a position they could fall. (e.g. Stored on scaffolding next to or overhanging a walkway.)				
						Equipment stored at height should be appropriately secured with rope, ratchet straps or equivalent fastenings.				
						Items stored at height on shelving should be stacked in such a way that they do not pose a risk of falling.				
						Excessively heavy items should not be stored at height if they pose a risk of falling.				

Falling from height (misc)	Injuries from falling to ground, fragile surfaces or being impaled onto items below	X	4	4	16	All crew will be supervised by a competent StageSoc member, who will ensure safe practices for working at height.	2	4	8
						All boundaries should be clearly marked and clear of obstructions which may pose a hazard			
						Crew members should use appropriate access equipment when accessing stores at height (e.g. ladders)			
						Frequently used areas should be specifically shown to crew members so they are aware of the location, purpose, and access routes.			
Working in low light	Minor injury from scrapes or collisions	B C X	4	4	16	Ensure everyone is aware of periods of dim lighting / blackout before they occur.	3	4	12
						Ensure crew are aware that risks are increased in dim light.			
						Avoid working in complete blackout.			
						Ensure that crew members are aware of procedures for working in dim light including no running.			
						Advise the use of head torches for persons carrying out other activities.			
						Brief crew and cast of trip hazards in wing / working spaces, walkways to be kept clear.			
						Crew members should be aware of their own H&S.			
			Ensure good communication is kept throughout the process.						

**Section 2 - Additional risks that may occur in some production weeks**

Putting up / taking down staging	Major injuries from improper handling (e.g. back strain)	X	4	4	16	All crew will be supervised by a competent StageSoc member, who will ensure proper manual handling technique.	2	4	8		
								Crew encouraged to use gloves and other Personal Protective Equipment (PPE) when they deem necessary.			
								The use of steel toe-capped boots or shoes is required to handle and move deck.			
								All others present should be wearing appropriate, sturdy footwear (no sandals, flip-flops etc.).			
								Staging should be bolted together as soon as possible.			
								People should not walk on top of the staging whilst people are bolting it together (unless both parties are aware of the other's activities and extra care is taken).			
					Take care that legs have not come loose from the staging before taking it down, ensure that any loose legs are removed safely, and not allowed to fall uncontrollably.						
Injury from incomplete set (staging)	Major injury from falling from incomplete set	B C X	4	4	16	Crew should be reminded to take extra care during the get-in / get-out of a show as set pieces may not have been securely fixed or have had safety features fitted (e.g. hand rails).	2	4	8	Rehearsals are not permitted on stages where the staging (the raised platforms) is incomplete, or where the incomplete set is in a hazardous state.  Annex Officer to carry out a set inspection before set is used by cast.	
								Any incomplete set should be highlighted to the Technical Liason.			
								Technical Liason should make sure all personnel are made aware of any incomplete set, verbally or by means of signage.			
								All staging should be completed and bolted as soon as is reasonably possible.			

Falling from height (staging)	Major injury from falling from staging	B C X	4	4	16	High stairs / platforms (5ft and over) should have handrails fitted.	2	4	8	Annex Officer to carry out a set inspection before set is used by cast.
						All stairs coming off the raised platform / staging should have handrails.				
						Mark all platform edges with white tape.				
						If there are several steps they should all be of equal height.				
						Avoid gaps between staging and ramps / stairs.				
						Raised toe boards to be added on all sides of raised band "pit" areas to prevent chair legs sliding off the back of raised platforms.				
						Steep stairs must be treated as, and climbed as a ladder, facing inwards while climbing or descending.				
The crew should be reminded of dangers during get-in / get-out when edges may not be taped or hand rails may have not been fitted.										
Stage Collapsing	Major injury from collapsing stage	B C X	4	5	20	Secure stage pieces together with appropriate connecting blocks or bolts and tighten thoroughly.	1	5	5	Annex Officer to carry out a set inspection before set is used by cast.
						Ensure clamps on legs are adequately secured.				
						Do not overload staging.				
						Ensure that stage pieces are safe to use (all clamps work correctly).				
Stairs Collapsing	Major injury from collapsing stairs	B C X	4	4	16	Ensure stairs are properly assembled and secured to each other / the stage.	2	4	8	Annex Officer to carry out a set inspection before set is used by cast.
						Do not overload stairs.				
						Ensure that competent persons oversee the construction.				
Theatrical Smoke	Respiratory Distress, minor injuries from impaired vision	A B C X	4	4	16	Crew should be advised of the use of smoke so that any medical problems can be identified in advance.	2	4	8	If Oil-based fluid is used then all persons should be informed of the hazards that this type of smoke can cause. Refer to the MSDS for further details.
						Signs should be posted or a pre-show announcement made to inform the audience that smoke will be used.				
						If someone has trouble breathing after inhalation of smoke, they should be taken to clean air and kept under supervision.				
						Events switch is used to set fire alarm system to heat detection only to prevent accidental fire evacuation procedure.				
						Ensure people are aware of the geography of the stage, and the risks associated with lowered visibility.				
						Provision should be made for rapid clearing of smoke.				

Strobe Lighting	Possible inducement of epileptic fits and injuries arising from impaired spatial awareness during flashing	A B C X	3	4	12	Before the strobe is used it should be ensured that nobody in the cast, crew or production are affected. If someone could be affected, provisions should be considered such as them leaving the room.	1	4	4		
								During rehearsals a warning should be given before any strobes are used where possible.			
								Signs should be posted or a pre-show announcement made to inform the audience that strobe lighting will be used.			
								Crew should be made aware of the procedures to be followed should someone have a seizure (i.e. remove local hazards).			

**Section 3 - Security**

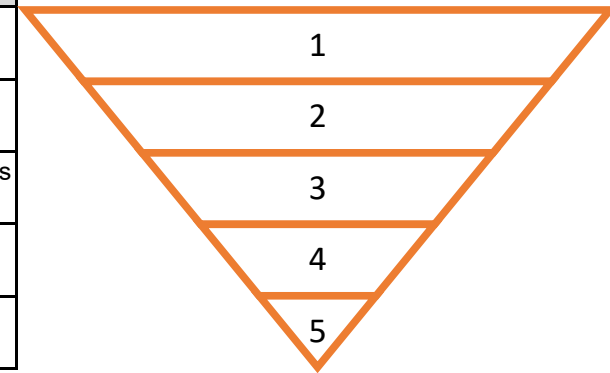
Unauthorised access by public during set builds	Harm to public by incomplete set, damage to set by public	A B C G X	4	3	12	Use construction barriers in foyer to block public access to work carried out in foyer during set builds.	1	3	3	Security Supervisor to be notified in advance of late-night working beyond 11PM. Campus security control room should be notified when StageSoc finish late-night working.	
								Building 2A (Annex) doors on external ID card access from 6PM onwards to prevent public access out-of-hours.			
								Annex doors on internal ID card access from 11PM onwards to prevent public access out-of-hours.			
								Annex doors to be controlled by crew and cast while public are present for shows.			
Lone Working	Wide range of injuries arising from lone working	B C X	3	5	15	Lone working is forbidden, crew are not to be working alone in the Annex.	1	5	5	Security Supervisor to be notified in advance of late-night working beyond 11PM. Campus security control room should be notified when StageSoc finish late-night working.	
								Some areas and activities pose various confined spaces risks (such as moving stage doors/flats or other set-building materials). Crew members must ensure they are working with another individual to ensure that lone working is not possible and that they can be assisted quickly in case of emergency.			
								At the end of activities, all people should leave the building together to avoid leaving a single member lone working.			

Late-night / Out of Hours Working	Wide range of injuries arising from late night working, limited access to facilities.	B C X	3	5	15	<p>All crew are given an induction and are made aware of the location of First Aid equipment, members who are trained first aiders, and the fire evacuation procedure.</p> <p>Crew are made aware of the increased risks of working late. If any person feels or appears unwell or tired they should be encouraged to rehydrate and rest. Tiredness increases the risk of injury and poor decision-making.</p> <p>Crew are made aware that during out-of-hours working, drinking water and toilet facilities are available at Hartley Library. Crew should ensure that they carry their student ID card to access this.</p> <p>Some areas and activities pose various confined spaces risks (such as moving stage doors/flats or other set-building materials). Crew must ensure they are working with another individual to ensure that lone working is not possible and that they can be assisted quickly in case of emergency.</p> <p>Those with certain health conditions that would put them at higher risk should have a personal risk assessment and/or Personal Emergency Evacuation Plan (PEEP) in place.</p>	1	5	5	<p>Security Supervisor to be notified in advance of late-night working beyond 11PM.</p> <p>Crew members reminded that Campus Security staff are trained first aiders and can be reached at the phone number found on the reverse side of Student ID cards or next to the emergency phone in the foyer.</p> <p>Campus security control room should be notified when StageSoc finish late-night working.</p>
Threat to safety travelling late at night	Distress, Minor injuries	A B C G X	2	3	6	<p>Everyone encouraged to travel to / from activities in groups.</p> <p>Everyone advised to take basic precautions such as keeping to well-lit areas and not taking short-cuts</p>	1	3	3	

# Risk Assessment Guidance

10/07/2020

Control Measure Hierarchy		
<b>Eliminate</b>	Remove the hazard wherever possible which negates the need for further controls.	If not possible then explain why.
<b>Substitute</b>	Replace the hazard with one less hazardous.	If not possible then explain why.
<b>Physical Controls</b>	Examples: enclosure, fume cupboard, glove box.	Likely to still require admin controls as well.
<b>Admin Controls</b>	Examples: training, supervision, signage.	
<b>Personal Protection</b>	Examples: respirators, safety specs, gloves.	Last resort as it only protects the individual.



Risk Assessment Matrix						
<b>LIKELIHOOD</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
	1	2	3	4	5	
	<b>IMPACT</b>					

Likelihood		
1	<b>Rare</b>	eg. 1 in 100,000 chance or higher
2	<b>Unlikely</b>	eg. 1 in 10,000 chance or higher
3	<b>Possible</b>	eg. 1 in 1,000 chance or higher
4	<b>Likely</b>	eg. 1 in 100 chance or higher
5	<b>Very Likely</b>	eg. 1 in 10 chance or higher

Impact		
1	<b>Trivial- insignificant</b>	Very minor injuries eg. slight bruising.
2	<b>Minor</b>	Injuries or illness eg. Small cut or abrasion which require basic first aid treatment even if self-administered.
3	<b>Moderate</b>	Injuries or illness eg. Strain or sprain requiring first aid or medical support.
4	<b>Major</b>	Injuries or illness eg. Broken bone requiring medical support > 24 hours and time off work >4 weeks.
5	<b>Severe - extremely significant</b>	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Risk Groups		
<b>A</b>	<b>Audience</b>	People that enter performance locations as patrons.
<b>B</b>	<b>Band</b>	Members of the show company that are primarily located in the band "pit".
<b>C</b>	<b>Cast</b>	All other members of a show company, including production team.
<b>G</b>	<b>General Public</b>	Any member of the public not attending a show.
<b>X</b>	<b>Crew</b>	Any person that is involved with technical aspects of a show.