

## Risk Assessment

|   |   |                    |  |
|---|---|--------------------|--|
| <b>Risk Assessment for the activity of:</b> | <b>Into the Woods Supplementary Risk Assessment</b><br>Supplementary RA relating to show-specific activities outside the scope of the General RA, specifically addressing treads on wheels. | <b>Date:</b>       | <b>25/01/2025</b>  |
| <b>Group Name:</b>                          | <b>SUSU Stage Technicians' Society and Showstoppers</b>   | <b>Assessor:</b>   | <b>Rubens Pirie (Annex Officer)</b>                        |
| <b>Supervisor:</b>                          | <b>SUSU Activities Team</b>   | <b>Signed off:</b> | <b>N/A Approved Electronically by 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            |        |       |                  | Residual            |        |       | Further Controls |
|                         |                        |   | Likelihood          | Impact | Score |                  | Likelihood          | Impact | Score |                  |
|                         |                        |   |                     |        |       | Control Measures |                     |        |       |                  |

### Section 1 - Movement of treads on wheels

|                                |   |   |   |   |    |  |   |   |   |   |
|--------------------------------|---|---|---|---|----|--|---|---|---|---|
| Falling due to External Motion | Injuries from falling to ground, possibly leading to crushing | C | 4 | 3 | 12 | Brakes are to be applied at all times the tower is not in motion, if they are unable to be applied no actor must climb them. | 1 | 3 | 3 | Agreed plan on use of treads to be made in advance which is to be communicated to all pertinent members of cast, prod and crew. |
|                                |   |   |   |   |    | Three points of contact must be maintained at all times.   |   |   |   |   |
|                                |   |   |   |   |    | Adequate rehearsal time must be given to the treads on wheels and ensuring the actors are comfortable with its use.          |   |   |   |   |
|                                |   |   |   |   |    | Clear procedures to be in place such as an agreed "STOP" signal in the event of mishaps or danger.                           |   |   |   |   |
|                                |   |   |   |   |    | Treads are to remain stationary at all times while persons are aboard them.  |   |   |   |   |
|                                |   |   |   |   |    | A handrail must be present in order to facilitate a 3rd point of contact.  |   |   |   |   |
|                                |   |   |   |   |    | Sturdy footwear must be worn on the treads at all times.   |   |   |   |   |

|                         |   |         |   |   |    |   |   |   |   |   |
|-------------------------|---|---------|---|---|----|---|---|---|---|---|
| Falling from Height     | Injuries from falling to ground   | C       | 4 | 3 | 12 | A handrail must be present in order to facilitate a 3rd point of contact.   | 1 | 3 | 3 | Agreed plan on use of treads to be made in advance which is to be communicated to all pertinent members of cast, prod and crew. |
|                         |   |         |   |   |    | Treads are to remain stationary at all times while persons are aboard them.   |   |   |   |   |
|                         |   |         |   |   |    | Three points of contact must be maintained at all times.  |   |   |   |   |
|                         |   |         |   |   |    | Sturdy footwear must be worn on the treads at all times.  |   |   |   |   |
|                         |   |         |   |   |    | Treads are to be inspected after initial construction and as required throughout the show process.  |   |   |   |   |
| Crushing                | Wide range of injuries due to pinning or other crushing methods                                   | B C X   | 4 | 4 | 16 | Clearly defined paths should be marked or noted where possible to avoid persons, objects or debris in the direction of travel.  | 1 | 4 | 4 | Agreed plan on use of treads to be made in advance which is to be communicated to all pertinent members of cast, prod and crew. |
|                         |   |         |   |   |    | Movements should be kept to a minimum where possible.   |   |   |   |   |
|                         |   |         |   |   |    | All movements should be preplanned and discussed ahead of show performances.  |   |   |   |   |
|                         |   |         |   |   |    | Cast or Crew moving treads to be wearing protective footwear.   |   |   |   |   |
|                         |   |         |   |   |    | Clear procedures to be in place such as an agreed "STOP" signal in the event of mishaps or danger.  |   |   |   |   |
| Unscheduled Disassembly | Major or minor injuries from falling to ground, being impaled onto debris or being hit by debris. | B C G X | 3 | 4 | 12 | Treads are to be inspected after initial construction and as required throughout the show process.  | 1 | 4 | 4 |   |
|                         |   |         |   |   |    | Clear procedures to be in place such as an agreed "STOP" signal in the event of mishaps or danger.  |   |   |   |   |
|                         |   |         |   |   |    | Movements should be kept to a minimum where possible.   |   |   |   |   |
|                         |   |         |   |   |    | Cast or Crew moving treads to be wearing protective footwear.   |   |   |   |   |
|                         |   |         |   |   |    | A safety factor of >2, i.e. the treads are able to withstand at least twice the maximum reasonably foreseeable load or castors are able to support at least twice the maximum foreseeable load. |   |   |   |   |

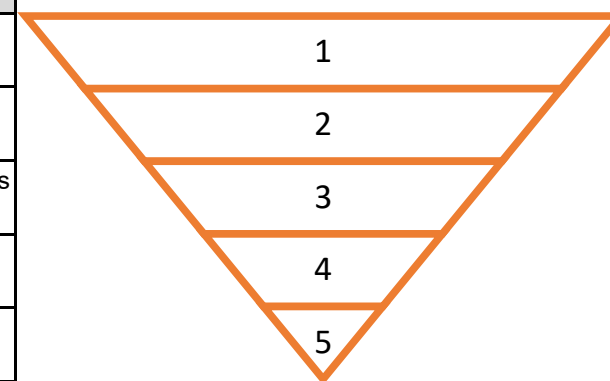
**PART B - Action Plan****Risk Assessment Action Plan**

| Part no. | Action to be taken, incl. Cost   | By Whom                                  | Target Date              | Review Date  | Outcome at review Date |
|----------|--|--|--------------------------|--|------------------------|
| 1        | Set inspection   | Annex Officer and/or Impartial 3rd Party | 09/02/2026               | Rest of committee members to review at the next possible committee meeting after get in. |                        |
| 2        | All Cast and Crew to be given health and safety talk and given set specific risks. | Technical Directors                      | 10/02/2026               | Rest of committee members to review at the next possible committee meeting after get in. |                        |
| 3        | Treads inspection after each performace or as required.                            | Annex Officer and/or Impartial 3rd Party | 08/02/2026 to 14/02/2026 | Rest of committee members to review at the next possible committee meeting after get in. |                        |

|   |       |   |       |
|---|-------|---|-------|
| Responsible Committee Member Signature: |       | Responsible Committee Member Signature: |       |
| Print Name: Rubens Pirie                | Date: | Print Name: Ivan Murphy                 | Date: |

## Risk Assessment Guidance

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

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