

Risk Assessment

Risk Assessment for the activity of:	Pure Dance 2026 General Risk Assessment Get-ins and get-outs, tech rehearsal, dress rehearsals and performances. Transport of person and equipment to and from the venue (Thornden Hall).	Date:	07/04/2026
Group Name:	SUSU Stage Technicians' Society	Assessor:	Ben Rogerson (Technical Director)
Supervisor:	Rubens Pirie (Annex Officer)	Signed off:	SUSU Activities Team

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 StageSoc members receive H&S training, which includes manual handling training.	2	4	8	
						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.				

Moving of flight cases / staging / pallets / bulky equipment	Injuries from movement of equipment	G X	4	4	16	All StageSoc members receive H&S training, which includes manual handling training.	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 StageSoc members receive H&S training, which includes training on the proper use of ladders.	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).				
Working at height (MEWPs)	Injuries from falling to ground, crushing, fragile surfaces or being impaled onto items below	X	5	4	20	Any crew members operating MEWPs must possess a valid IPAF 3A licence.	2	4	8	
						A pre-use inspection of the MEWP must be carried out by the competent persons who will be operating the MEWP.				
						Crew members to be briefed on the use of the emergency descent system, and the circumstances in which this is to be used.				
						Ensure that an adequate safety distance of 2m is maintained at all times by all crew around the MEWP, and that any crew within 5m wear hard hats.				
						The operator must have a tool lanyard on all tools used with the MEWP.				
						If any item is dropped, a loud verbal warning must be given where possible (e.g. "Heads!").				

Fixtures falling due to failure of rigging hardware	Wide range of injuries from falling objects	A 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 Director.
						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.				
Items dropped from height	Head injuries from items (e.g. spanners) dropped from height	C G X	5	4	20	All StageSoc members receive H&S training, which includes training on safe 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!").				
Truss / rigging collapsing	Wide range of injuries from heavy falling objects	A 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 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 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.				
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.				
Risk of fire from electrical appliances	Serious burns and smoke inhalation, possible loss of life or property damage	A 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.				
Trip hazards (e.g. cables and set)	Grazes and sprains from tripping	A 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.				

Electric shock	Major cardiac injury from electric current	A 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.							
						Inform all persons of the location of electrical isolator switches and nearest telephone for use in the event of an emergency.				
Loud noise	Hearing damage from noise	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	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.				
Items falling from height	Head injuries from large items (e.g. lanterns, treads) falling from height	C X	4	4	16	All StageSoc members receive H&S training, which includes training on safe 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.).				

Falling from height (misc.)	Injuries from falling to ground, fragile surfaces or being impaled onto items below	X	4	4	16	All StageSoc members receive H&S training, which includes training on safe working at height.	2	4	8		
							All boundaries should be clearly marked and clear of obstructions which may pose a hazard.				
							Members should use appropriate access equipment when accessing equipment at height (e.g. ladders).				
							Frequently used areas should be specifically shown to members so they are aware of the location, purpose, and access routes.				
Working in low light	Minor injury from scrapes or collisions	C X	4	3	12	Ensure everyone is aware of periods of dim lighting / blackout before they occur.	2	3	6		
							Ensure crew are aware that risks are increased in dim light.				
							Avoid working in complete blackout.				
							Ensure that 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.				
							Members should be aware of their own H&S.				
				Ensure good communication is kept throughout the process.							
Theatrical Smoke	Respiratory Distress, minor injuries from impaired vision	A 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 C X	3	4	12	<p>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.</p> <p>During rehearsals a warning should be given before any strobes are used where possible.</p> <p>Signs should be posted or a pre-show announcement made to inform the audience that strobe lighting will be used.</p> <p>Crew should be made aware of the procedures to be followed should someone have a seizure (i.e. remove local hazards).</p>	1	4	4	
Lone Working	Wide range of injuries arising from late night working, limited access to facilities.	C X	3	5	15	<p>Lone working is forbidden, members are not to be working alone in the venue.</p> <p>Some areas and activities pose various confined spaces risks (such as certain backstage areas). 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.</p> <p>All members 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>Members 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>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> <p>At the end of activities, members should leave the building together to avoid leaving a single member lone working.</p>	1	5	5	

Section 2 - Additional risks that may occur in transport to the venue

Loading of equipment into van & cars	Injuries from moving of equipment, short- and long-term injury from incorrect lifting technique, severe injuries from rolling/moving vehicle.	X	3	5	15	<p>All StageSoc members receive H&S training, which includes manual handling training.</p> <p>Crew must ensure that they follow proper lifting procedure, reminding others when necessary.</p> <p>Crew must ensure there are sufficient persons available before carrying out a lift.</p> <p>Crew are to wear steel-toe-capped boots when handling heavy cases and equipment, and sturdy footwear for other handling.</p> <p>Ensure vehicle is immobilised (i.e. parking brake enabled, keys removed) before commencement of any loading-type operation.</p> <p>Ensure all loading & unloading is carried out from a flat and stable surface.</p> <p>Where available, use a ramp for the loading of larger items with wheels.</p>	1	4	4	
Transport of equipment in van & cars	Damage to vehicles from unsafe loading, harm to passengers & drivers, harm to other road users.	G X	2	4	8	<p>All equipment transported in van to be sufficiently secured with ratchet strap or load bars, any wheeled equipment to be tipped or braked.</p> <p>Equipment only to be transported in cars where it can be secured sufficiently, or is small/light enough that is does not pose significant risk of movement/harm.</p>	1	3	3	
Stranding of persons at venue or pickup location	Distress, minor injuries from weather.	X	2	3	6	<p>Technical directors to ensure all persons have a method of travel to and from venue planned, and will organise for more than one person to wait if a second car trip is needed.</p> <p>All crew members to have access to discord to communicate with rest of crew.</p>	1	2	2	

Section 3 - Security

Unauthorised access by public to dressing rooms and backstage area	Harm to public by obstacles, damage to equipment by public, harm to cast and crew, distress.	A C G X	3	4	12	All doors to backstage areas to be kept closed, with signage prohibiting unauthorised access.	1	3	3	
						Ushers to be stationed around public-facing areas of venue to direct audience members.				
						All crew members to be briefed on what to do in the case of an unauthorised person entering the backstage areas.				
Unauthorised persons entering auditorium / other audience areas	Harm to public, cast and crew, distress.	A C X	2	5	10	FoH team & crew to be made aware of procedures in the case of unauthorised entry (i.e. informing TDs, venue technician and FoH manager).	1	5	5	
						All crew and cast to be briefed on evacuation and lockdown procedures, and to know their roles in the case of these being enacted.				
Threat to safety travelling late at night	Distress, Minor injuries	A C G X	2	3	6	Everyone advised to take basic precautions such as keeping to well-lit areas and not taking short-cuts.	1	3	3	
						TDs to ensure all crew have transport back to campus				
						Everyone encouraged to travel to / from venue in groups.				

PART B - Action Plan

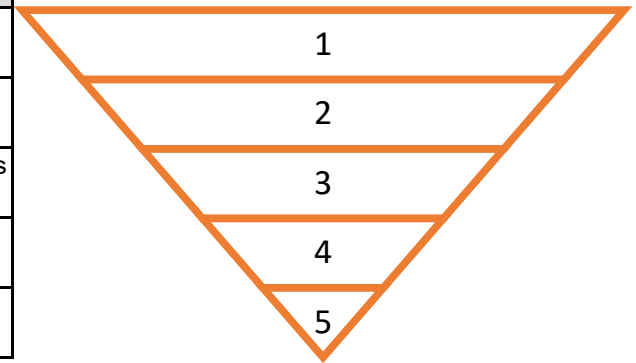
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By Whom	Target Date	Review Date	Outcome at review Date
1	Crew briefing to be carried out.	TD for the show.	1 Week prior to show commencing.	Rest of committee members to review at the next possible committee meeting after completion.	
2	Separate risk assessment carried out for pyrotechnics.	Persons with specialist knowledge (qualified pyrotechnician).	Four weeks prior to show commencing.	Committee members to review at the next possible committee meeting after completion.	
3	This risk assessment is subject to review after the show is complete.	Relevant committee members.	After show completion.	Rest of committee members to review at the next possible committee meeting after completion.	

Responsible Committee Member Signature: <i>B. Rogerson</i>		Responsible Committee Member Signature: <i>Rubens Pirie</i>	
Print Name: Ben Rogerson	07/04/2026	Print Name: Rubens Pirie	

Risk Assessment Guidance

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



Risk Assessment Matrix						
LIKELIHOOD	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
		IMPACT				

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

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

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