

SUSU Performing Arts

StageSoc Supplimentary Risk Assessment



Charlie and the GP factory

RA Carried out by:	Sam Millar	Completed Risk Assessments must be submitted to the StageSoc committee and be approved prior to any of the activities listed below commencing.
Date:	10/11/2021	

Risk Acceptability

1-3	<i>Risk acceptable</i>
4-6	<i>Risk to be reduced if possible</i>
7-14	<i>Risk to be reduced if reasonable practical</i>

Risk Matrix	Severity				
	(very low = all in a day's work, very high = extreme, fatal or nearly fatal)				
	Very low	Low	Medium	High	Very high
	1	2	3	4	5

Please note:
The residual risk score column is

5-25 Risk unacceptable

Likelihood	Certain	5	5	10	15	20	25
	Likely	4	4	8	12	16	20
	Possibly	3	3	6	9	12	15
	Less Likely	2	2	4	6	8	10
	Improbable	1	1	2	3	4	5

The residual risk score column is calculated automatically. Please DO NOT enter any values into this column. --
When saving the document, ensure macros are saved and enabled.

Ref no.	Activity	Hazard	Harm and how it could arise	Who could be affected?	Likelihood	Severity	Initial risk score	Existing control measures	Who is responsible for enacting control measures?	Likelihood	Severity	Residual risk score	Are any changes or extra control measures needed? Other comments?
					Risk factors (pre-controls)					Risk factors (post-controls)			
EX	What is happening when the risk is encountered, e.g. Tech/Dress Rehearsal	The activity or object that presents a hazard, e.g. raised staging, or using a ladder.	The harm or injuries that can occur from the hazard; e.g. minor injuries, breathing difficulties	The various groups of people this hazard presents itself to, e.g. Cast, crew, audience	4	4	16	Write in the measures, procedures and actions that are being taken or will be taken to reduce the risk of the hazard. E.g. wearing PPE, safe methods of working, engineering controls.	The person that is responsible for making sure that the control measures are in place and followed, e.g. Technical Director	1	4	4	Write any additional information about the control measures or information about the hazard here.
					Assign numbers using matrix above; Likelihood: Likelihood of hazard event					These numbers are after the control measures are in place, generally the consequence will remain			
1	General/ Set building Get-in/get-out	Carrying heavy loads	Minor/major short and long-term injuries from incorrect lifting	Medics Revue members, assisting volunteers	4	4	16	Ensure that all crew members involved in lifts have received H&S training, including manual handling.	Producer	2	4	8	No

			and carrying technique.				Members must ensure that they follow proper lifting procedure, reminding others when necessary.	Members present					
							Ensure that the lift is planned beforehand, including route and destination and communicate this to all involved.	Those involved in lift					
							Ensure that the appropriate number of people are used to carry the load, depending on weight of load and capacity of those involved in the lift.	Members present					
							Ensure that all crew members are aware of their own capabilities and are not pushed to exceed them.	Producer					
							Crew encouraged to use gloves and other protective clothing when they deem necessary..	Producer					
							When carrying breaks should be taken every 10m.	Those involved in lift					
							Make sure appropriate PPE is worn.	Person in charge*/ Members present					
2	General/ Get-in/get-out	Moving flight cases/ staging palettes	Injuries through movement of flight cases and staging palettes across campus.	Medics Revue members, assisting volunteers, staff	4	3	12	Ensure that all crew members involved in lifts have received H&S training, including manual handling.	Producer	2	3	6	No
							Members must ensure that they follow proper lifting procedure, reminding others when necessary.	Members present					
							Ensure members wear sturdy shoes (no sandals/flip flops) and that they are encouraged to wear steel toe-capped boots.	Producer					
							Where possible items should be transported on wheels	Crew Members					
							All crew to be aware of surroundings whilst moving in public areas (campus), and a designated leader should clear the way of pedestrians.	Producer, Crew Members					

3	General/ Get-in/get-out	Falling from height (ladders)	Major injuries caused through unsafe/inappropriate use of ladders.	Medics Revue members, assisting volunteers	4	4	16	Ensure that all Medics Revue members involved in lifts have received H&S training, including proper use of ladders.	Producer	3	4	12	Check with the Annex officer that a ladder inspection has been completed prior to initial use
								Ensure that all locking pins are secure, whilst ladder is being used.	Members operating ladder				
								Ensure that ladder is being footed by another member of crew, where appropriate (such as during the lifting of heavier loads).	Members operating ladder				
								Ensure ladder has an in date inspection tag attached.	Producer, Crew Members				
								No crew member should carry excessive loads up ladders (a rope and pulley system should be used to haul up heavy loads).	Crew Members				
								No crew member should overreach while using a ladder.	Crew Members				
4	General/ Get-in/get-out	Dropping items from height	Injuries caused by receiving blows from large or small falling objects.	Medics Revue members, assisting volunteers, StageSoc Members, Audience	5	4	20	Ensure that all Medics Revue members involved in lifts have received H&S training, including proper use of ladders.	Producer	2	4	8	No
								Ensure that all members are aware of their own capabilities and are not pushed to exceed them.	Person in charge				
								Avoid intentionally dropping items from height if possible, even if area below seems clear. If unavoidable, warn those in vicinity.	Crew Members				
								Secure tools to user/ladder using lanyards, whenever possible.	Crew Members				
								Ensure others are aware of work going on at height and that the area directly under the ladder is kept clear.	Person on ladder, Producer, Medics Revue members				
								No crew member should carry excessive loads up ladders (a rope and pulley system should be used to haul up heavy loads).	Person on ladder, Producer, Medics Revue members				

							If any item is dropped then a loud verbal warning must be given (e.g. "Heads!").	Crew Members					
5	General/ Get-in/get-out Tech/Dress rehearsal Performance	Failure of hanging fixtures (including ceiling bars)	Major injuries caused by equipment hanging from the rig falling either into auditorium or on stage.	Medics Revue members, assisting volunteers, StageSoc Members, Audience	4	4	16	Ensure that clamps are done up tightly and that safety chains/bonds are used for hanging fixtures.	Medics Revue members rigging, Producer	2	4	8	No
							Ensure that bars are adequately secured to the ceiling/walls each use and that any extra bars are firmly secured to those pre-installed.	Medics Revue members rigging, Producer					
							Gain assurances that all weight bearing equipment has been tested appropriately, and adhere to all limits.	Producer, StageSoc members					
							Crew should not overload installed or extra bars.	Producer, StageSoc members rigging					
6	General/ Set build Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Trip hazards (cables and other set pieces)	Minor scrapes and bangs caused from trips on cables or other set pieces	Medics Revue crew members, Stagesoc members, assisting volunteers, Public	5	3	15	Tape cables down.	Medics Revue crew members	2	3	6	No
							Avoid routing cables across walk ways where possible (e.g. by taping over doors etc.)	Medics Revue crew members					
							Ensure fire exit routes are kept clear from obstructions.	Producer, Medics Revue crew members					
							Ensure that good housekeeping is maintained.	Producer					
7	General/ Set build Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Risk of fire from other electrical appliances	Major/minor injuries caused by fire.	Medics Revue crew members, assisting volunteers, Public	4	5	20	Ensure that equipment has valid PAT sticker/certification	Producer	2	5	10	No
							Check equipment for signs of wear/damage before each use (Visual PAT).	Medics Revue crew members, Producer					
							Use appropriate cables and fuses for installation.	Person in charge					

							Ensure all set, drapes, fabric, masking etc. have been treated with an appropriate fire retardant.	Producer					
8	General Get-in/get-out Tech/Dress rehearsal Performance	Spread of fire by combustible materials	Major/minor injuries caused by fire.	StageSoc Members, Medics Revue Members, Assisting Volunteers Public	4	5	20	Ensure that scenery, props and masking are built from inherently fire retardant materials if available.	Producer	2	5	10	No
								Keep combustible materials away from sources of ignition.	Crew Members				
9	General/ Get-in/get-out Tech/Dress rehearsal Performance	Electric shock	Major/minor injuries caused by electrical shock.	StageSoc Members, Medics Revue Members, Assisting Volunteers Public	4	5	20	Ensure that equipment has valid PAT sticker/certification	Person in charge	2	5	10	No
								Check equipment for signs of wear/damage before each use.	Producer, Medics Revue crew members				
								Use appropriate cables and fuses for installation.	Person in charge				
								Ensure equipment is unplugged before servicing/replacing blown lamps etc.	Producer, Medics Revue crew members				
								Lighting equipment should only be handled while live for focussing and extra care should be taken.	Producer				
								Stage/truss should be earthed.	Producer				
								Inform all persons of the location of electrical isolator switches and nearest telephone for use in the event of an emergency.	Producer				
10	General/ Tech/ Get-in/get-out	Touching hot lanterns	Burns caused by touching hot lanterns	Medics Revue Crew members	4	3	12	Use gloves.	Crew Members	2	3	6	No
								Ensure person up ladder is aware of which lights are on.	Producer, Crew Members				

							Use yoke to move lantern at low power.	Crew Members					
							Ensure people are aware of safe working methods, including knowing where the lantern is safe and not safe to touch.	Producer					
							If possible allow lights to cool before moving.	Crew Members					
11	General/ Set build Get-in/get-out	Incorrect use of power tools.	Minor/ major injury from incorrect use of power tools.	StageSoc Members, Medics Revue members	5	5	25	Ensure that all personnel using tools are properly trained and are competent to use them.	Producer	2	4	8	No
							Tools should be plugged in to a supply protected by an RCD circuit breaker.	Producer, Crew Members					
							Ensure tools are in a good state of repair and have not had safety features disabled.	Producer, StageSoc Members					
							Work pieces should be properly secured/supported and guides clamped in place.	Crew Members					
							Hands should be kept clear of blades/bits/etc.	Members involved					
							Appropriate PPE (eye protection, dust masks, ear defenders etc.) should be worn when using power saws.	Members involved					
12	General/ Set build Get-in/get-out	Incorrect use of hand tools.	Minor/ major injuries from the incorrect use of hand tools.	StageSoc Members, Medics Revue members	5	3	15	All personnel are properly trained and are competent to use tools.	Committee, Technical Director	2	3	6	No
							Tools are kept in a good state of repair.	Technical Director, StageSoc Members					
							Work pieces should be properly secured/supported and guides clamped in place.	StageSoc Members involved					

							Hands should be kept clear of blades/bits/etc.	StageSoc Members involved					
13	General/ Set build Get-in/get-out	Using paint/varnishes/glues/adhesives/solvents	Major/minor injury from inhalation, or contact to skin or eyes.	Medics Revue Members	3	3	9	Follow instructions on containers and use in well ventilated areas when instructed to do so.	Producer, Medics Revue crew members	1	3	3	No
							Take particular care with coatings which have a high VOC (Volatile Organic Compound) content.	Producer, Medics Revue crew members					
14	General/ Get-in/get-out Tech/Dress rehearsal Performance	Falling set or materials	Minor/ major injuries from falling set or materials.	Medics Revue members, assisting volunteers	4	4	16	Flats should be stored properly and roped against the wall where possible.	Producer, Medics Revue crew members	2	4	8	No
							Avoid unstable stacking of sheet materials/set etc. especially in public areas.	Person in charge					
							Flats on stage should be securely fixed by wire/rope or braces.	Person in charge					
15	General/ Set build Get-in/get-out Tech/Dress rehearsal Performance	Injury from nails, needles, pins, splinters etc.	Minor injuries due to punctures of skin.	Medics Revue members, assisting volunteers, StageSoc members, Public	4	3	12	Nails/screws should be recessed or flush with surfaces and should be oversized.	Producer, Stagesoc members	2	3	6	No
							Any protrusions should be covered to reduce the risk of injury and people should be made aware of the risk.	Producer, Medics Revue crew members					
							Plane or sand wood to remove splinters.	Producer					
							Exercise extra care when moving unfinished set pieces or when dismantling set as splinters/protruding nails may be present; advise people to wear gloves.	Producer					
							Good housekeeping should be maintained e.g.. stage should be regularly swept.	Producer, StageSoc members					
							Costumers should take reasonable precautions to avoid injury from pins and needles, including being properly trained on the use of sewing machines etc.	Producer, Crew Members					

16	General/ Get-in/get-out Tech/Dress rehearsal Performance	Lack of emergency procedures in case of fire	Minor/major short and long term injuries caused by a lack of fire procedures.	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	4	4	16	Fire extinguishers allocated appropriately.	Estates and Facilities	2	4	8	No
								Fire escape routes kept clear at all times from obstructions.	Person in charge, StageSoc members				
								Everyone should be aware of evacuation procedures.	Person in charge				
								Emergency lighting and smoke detection is tested regularly by E&F.	Estates and Facilities				
17	General/ Get-in/get-out Tech/Dress rehearsal Performance	Fainting/ dehydration/exhaustion	Fainting/ dehydration/ exhaustion.	StageSoc Members, Medics Revue members, Assisting Volunteers	4	4	16	Crew should monitor each other for symptoms.	StageSoc Members, Crew	2	4	8	No
								If any person feels or appears unwell or tired they should be encouraged to rest and rehydrate.	Producer, Directors, Band MD				
								If any person feels or appears unwell or tired they should not be allowed to work at height or with power tools.	Producer				
								Ensure water/fluids are available for members.	Producer, Directors, Band MD				
								Work for prolonged periods of time should be discouraged.	Producer, Directors, Band MD				
			If extended working hours are needed then time should be planned to allow for rest/rehydration/eating.	Producer, Directors, Band MD									
18	Get-in/get-out Tech/Dress rehearsal Performance	Truss/ lighting bars/ scenery bars collapsing	Major/ minor injury due to lighting bars/ scenery bars collapsing.	StageSoc Members, Medics Revue members, Assisting Volunteers	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.	Producer	1	5	5	No
								Do not overload truss/bars/stands.	Producer				

19	General/ Get-in/get-out Tech/Dress rehearsal Performance	Damage to hearing from loud music/noise	Major/ minor injury due to short term or prolonged exposure to loud noise	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	4	4	16	Avoid excessive volumes. Where excessive noise levels are necessary limit the time period, and ensure only necessary personnel are in the vicinity.	Producer	2	4	8	No
								Advise the use of ear plugs if the noise level is above 87 Db.	Producer				
								Follow industry good practice and advice from HSE.	Producer				
20	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Working in dim light	Injuries, scrapes and bangs from collisions or trips in wings or on stage, whilst working in dim light.	StageSoc members, Medics Revue members	4	4	16	Ensure crew are aware that of the risks are increased in dim light.	Producer	3	4	12	No
								Avoid working in complete blackout.	Producer				
								Ensure everyone is aware of periods of dim lighting/blackout before they occur.	Producer				
								Ensure members are aware of procedures for working in dim light including no running.	Producer				
								Advise the use of head torches for persons carrying out other activities.	Producer				
								Brief crew of trip hazards in wing/working spaces, walkways kept clear	Producer				
								Members should be aware of their own H&S	Medics Revue Crew Members				
			Ensure good communication is kept throughout the process.	Producer									
21	Get-in/get-out Tech/Dress rehearsal Performance(s)	Risk of fire from lanterns	Major/minor injuries caused by fire.	StageSoc Members, Medics Revue members,	4	5	20	Ensure lanterns are placed a suitable distance away from set, drapes etc.	Producer	2	5	10	No

				Assisting Volunteers, Public				Ensure lanterns are have valid PAT Seal/Certification	Producer				
								Ensure all set, drapes, fabric, masking etc. have been treated with an appropriate fire retardant.	Producer				
22	Get-in/get-out	Injury from putting up/taking down staging	Major/ minor injuries such as back strain due putting up and taking down stage improperly.	Medics Revue Crew, Assisting Volunteers	4	4	16	Follow proper manual handling procedures included in H&S training.	Medics Revue Crew Members	2	4	8	No
								Crew encouraged to use gloves.	Producer				
								All crew should be wearing sturdy footwear (no sandals/flip-flops etc.).	Producer				
								The use of steel toe-capped boots or shoes should be encouraged.	Producer				
								Staging should be bolted together as soon as possible.	Producer				
								People should not walk on the staging whilst people are bolting it together (unless both parties are aware of the others activities and extra care is taken).	Producer				
23	Get-in/get-out	Injury from incomplete set (staging)	Major/ minor injury caused by incomplete set.	Medics Revue Crew, Assisting Volunteers	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).	Producer	2	4	8	No
								Any incomplete set should be highlighted to the Producer.	Crew Members, Cast				
								Producer should make sure all personnel are made aware of any incomplete set, verbally or by means of signs.	Producer				
								All staging should be completed and bolted as soon as is reasonably possible.	Producer				

24	Get-in/get-out Tech/Dress rehearsal Performance	Falling from height (staging)	Major/ minor injury caused from falling form height.	Medics Revue Crew, Assisting Volunteers	4	5	20	High stairs/platforms (over 4ft) should have handrails fitted, the edges marked with tape.	Producer	2	5	10	Handrail Requirement for deck over 4' mandatory.
								The crew should be reminded of dangers during get-in/get-out when edges may not be taped and hand rails may not have been fitted.	Producer				
								Mark edges with white tape.	Producer				
								Avoid gaps between staging and ramps/ stairs and warn people if gaps are present.	Producer				
25	Get-in/get-out Tech/Dress rehearsal Performance	Stage collapsing	Major/ minor caused from collapsing stage.	Medics Revue Crew, Assisting Volunteers	4	5	20	Secure stage pieces together with appropriate connecting blocks and tighten thoroughly.	Crew members	1	5	5	No
								Ensure clamps on legs are properly tightened.	Crew members				
								Do not overload staging.	Producer				
								Ensure the stage is adequately braced.	Producer				
			Ensure that stage pieces are safe to use (all clamps work correctly)	Producer									
26	Tech/Dress rehearsal Performance	Theatrical smoke	Potential for respiratory distress and impaired vision.	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	4	4	16	Crew should be advised of the use of smoke so that any medical problems can be identified in advance.	Producer	2	4	8	No
								Signs should also be posted to inform the audience that smoke will be used.	Producer				
								If someone has trouble breathing after inhalation of smoke they should be taken to clean air and kept under supervision.	Producer				

							Isolation from fire alarm system to prevent accidental fire evacuation procedure.	Producer					
							Ensure people are aware of the geography of the stage, and the risks associated with lowered visibility.	Producer					
							Provision should be made for rapid clearing of smoke.	Producer					
27	Tech/Dress rehearsal Performance	Injury due to use of strobe lighting effects	Major/ minor/ fatal injury due to an Epileptic fit or seizure.	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	3	4	12	Crew should be made aware of the procedures to be followed should someone have a seizure (i.e. remove local hazards).	Producer	1	4	4	No
							Signs should be posted to inform the audience that smoke will be used.	Producer					
							Before the strobe is used it should be ensured that no one in the cast, crew or production are affected. If someone could be affected provisions should be considered such as them leaving the room.	Producer					
28	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Inadequate Hand washing	Contracting or spreading COVID-19	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	4	3	12	Ensure band/cast/crew are aware of the nearest hand washing facilities, and encourage their use	Director/Band MD/Producer Individuals	2	3	6	The risk assessment should be kept in line with SUSU guidance should future changes be made. Should future conflicts arise between SUSU guidance and this RA, the stricter of the two should be followed
							Ensure access to hand sanitiser, and encourage its use	Director/Band MD/Producer Individuals					
29	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Common use high traffic areas	Contracting or spreading COVID-19	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	4	3	12	Identify areas where people will congregate (I.E. the foyer), and choke points where social distancing measures cannot be followed (I.E. narrow corridors, storage areas)	Producer	3	3	9	The risk assessment should be kept in line with SUSU guidance should future changes be made. Should future conflicts arise between SUSU guidance and this RA, the stricter of the two should be followed
							Implement restrictions to ensure all required social distancing, such as one way systems and a cap on the amount of people in spaces at any one time	Producer					
							Prop open non-fire doors to reduce unnecessary contact with doors, and to improve ventilation	Producer					
31	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Unsanitised surfaces, equipment and workstations	Contracting or spreading COVID-19	StageSoc Members, Medics Revue members,	5	3	15	Clean work surfaces and equipment between uses	Producer Individuals	3	3	9	The risk assessment should be kept in line with SUSU guidance should future changes be made. Should future conflicts arise

							Ensure reusable PPE is cleaned thoroughly before and after use	Producer & Individuals				between SUSU guidance and this RA, the stricter of the two should be followed	
							Where possible, reduce the number of people using any one piece of equipment during the day	Producer & Individuals					
							Wipe down surfaces before audience enter	Producer					
32	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Lack of social distancing while working or during performances	Contracting or spreading COVID-19	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	5	3	15	Encourage only having one person operating a desk at any one time	Producer/Director/ Band MD	2	3	6	Venue capacities to be calculated in line with SUSU, university and government guidance. To ensure audience limits are adhered to require audience to book tickets via an online booking system. The risk assessment should be kept in line with SUSU guidance should future changes be made. Should future conflicts arise between SUSU guidance and this RA, the stricter of the two should be followed
							Specify a maximum amount of cast, crew, production team, band, and audience allowed in the venue before the beginning of the show week	Producer/Director/ Band MD					
							Require people to wear suitable face coverings in enclosed spaces where possible	Producer/Director/ Band MD					
							Mark off rows/seats to deter audience breaking social distancing guidance and capacity limits	Producer/Director/ Band MD					
							Encourage members of cast, crew and band to be vaccinated if possible	Producer/Director/ Band MD					
							Reduce the size of the band/increase the size of the band pit, to allow all necessary social distancing measures	Producer/Director/ Band MD					
33	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Increased risk of infection and complications for vulnerable people	Contracting or spreading COVID-19	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	3	4	12	Advise people to disclose if they fall into the "at risk" category so that extra care can be taken when it comes to interactions	Producer/Director/ Band MD	2	4	8	The risk assessment should be kept in line with SUSU guidance should future changes be made. Should future conflicts arise between SUSU guidance and this RA, the stricter of the two should be followed
							Discuss with each individual cast/crew/band member, the best way to accommodate them and their specific risks	Producer/Director/ Band MD					
34	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Performing first aid	Contracting or spreading COVID-19	StageSoc Members, Medics Revue members,	3	3	9	Where possible, face masks should be worn while administering first aid in addition to the usual PPE worn	First Aider	2	3	6	The risk assessment should be kept in line with SUSU guidance should future changes be made. Should future conflicts arise

				Assisting Volunteers, Public				In emergencies, the need to perform first aid overrides the risks of not following social distancing rules	First Aider				between SUSU guidance and this RA, the stricter of the two should be followed
35	Get-in/get-out Tech/Dress rehearsal/ Performance(s)	Someone displaying COVID-19 Symptoms	Contracting or spreading COVID-19	StageSoc Members, Medics Revue members, Assisting Volunteers, Public	3	4	12	Establish a sign-in sheet with contact information, so that people may be contacted if they have come into contact with someone displaying symptoms. This would apply to anyone present in the annex	Producer	2	4	8	The sign-in sheet may be substituted for use of the NHS Covid-19 app for use by audience during shows. The risk assessment should be kept in line with SUSU guidance should future changes be made. Should future conflicts arise between SUSU guidance and this RA, the stricter of the two should be followed
								If anyone displays symptoms while present in the annex, they will be asked to leave	Producer/Director/Band MD				