

Tickenham Drama Group Risk Assessment

1. The Tickenham Drama Group policy is to reduce risks to the Public attending shows and members of the Drama Group to an acceptable tolerable level by;
 - a. Identifying and documenting the significant risks through hazard identification.
 - b. Document how we are controlling these risks and if there are further controls that may be introduced to reduce the probability of an accident.

A risk assessment is only effective if you and your colleagues act on it. The group will follow through with any actions required and review it on a regular basis.

2. **How was the risk assessment constructed?**

The secretary followed the guidance in Five steps to risk assessment (www.hse.gov.uk/pubns/indg163.pdf).

3. **To identify the hazards, the secretary:**

- a. Looked at HSE's web pages for free health and safety advice and guidance for small businesses.
 - b. Walked around the hall, car park and other areas with another member of the management committee and a regular user of the hall, noting things that might pose a risk.
 - c. Spoke to other users of the hall and to people who had done jobs at the hall to learn from their experience and to get their views on health and safety.
4. The secretary wrote down who could be harmed by the hazards and how.
 5. The secretary, informed by the committee, wrote down controls that were in place to manage these risks and then compared these to the guidance on HSE's website.

6. They put the findings of the risk assessment into practice, writing down who was responsible for doing what, and by when. They decided to tick off and date each action when it was completed.
7. The secretary discussed the findings with the management committee. The committee decided to put in place all the additional risk controls the secretary had suggested. They also decided that the risk assessment would be shown to all drama group members at the hall, and a copy given to the hall management committee. A copy will also put up in the reception and kitchen areas. The management committee decided to review the risk assessment every year, or immediately if any changes occurred to the hall or how the hall was used.

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done 
Slips, trips and falls Eg uneven surface of hall, stage or cleaning floors etc.	Public who attend the shows and members of the drama group may suffer injuries such as fractures or bruising if they slip, eg on spillages or trip over objects.	■ The drama group know to clean up spillages immediately and know where equipment for this is kept. ■ Mats at entrances to stop rain water being carried in. ■ No storage in corridors. ■ No trailing electrical leads/cables	■ Hall and stage surface to be inspected regularly and repaired as necessary.	Secretary/ Treasurer	Inspect three monthly	
			■ Check that hall cleaner knows which products to use on which type of floor.	Secretary		
Work at height Eg Installing theatre lights, changing light bulbs, cleaning windows, putting up decorations	Anyone working at any height could suffer injuries, possibly very serious ones, should they fall.	■ Access tower and ladder used to install lighting.	■ Check that persons who need to work on access platform can erect safely. ■ Further information on working at height can be found in the ABTT http://www.abtt.org.uk/wp-content/uploads/2013/06/Code_of_Practice_11.pdf	Secretary		

etc.						
Electricity 240 volt and 415 volt	Users risk electric shocks or burns from faulty equipment or installation.	■ Fixed installation correctly installed by qualified electrician, and inspected regularly. ■ All repairs carried out by qualified electrician. ■ Portable equipment checked for visual signs of damage before use and issued a PAT (Portable Electrical Test) yearly. ■ Drama group users know they are responsible for any of their equipment used in the hall.	■ On a recent safety inspection it was noted that an electrical socket at the rear of the hall was showing 415 volts on the socket cover. The socket was a 240 volt type. Check installation	Secretary	Urgent	Yes
			■ Ensure all electrical installations are installed and checked by a current and competent electrical person.	Secretary	On going	Yes
			■ Ensure portable equipment has an in date PAT certificate/label.	Secretary	On going	Yes
Stored equipment	Users could be injured by collapsing chair or table stacks.	■ Users know that they must stack tables and chairs carefully so that they do not collapse.	■ No further action needed			
Manual handling	Users may suffer back pain if they try to lift objects that are too heavy or awkward.					
Stage lighting	Members of the drama group		■ On a recent safety inspection it was noted that the structural integrity for the stage lighting may have been compromised. A competent person to check the structural integrity for the stage lighting.	Secretary	Urgent	
Raised public seating for	Persons could suffer injuries		■ Ensure platform complies with HSE guidance.	Secretary		

shows in hall	from platform collapse. Fire evacuation could be hindered.		http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm and https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/237236/070427-_Dcl_about_Temp_Demountable_Structures-Guidance_on_procurement_design_and_use_-third_edition.pdf			
Temporary demountable stage extension	Members of the drama group could suffer injuries from platform collapse. Fire evacuation could be hindered.		See 'Raised public seating for shows in hall' hazard.			
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns	■ Fire risk assessment completed, see https://www.gov.uk/workplace-fire-safety-your-responsibilities and necessary action taken	■ Ensure the actions identified as necessary by the fire risk assessment are carried out.	Chair of the Management Committee	From now on	
			■ A recent safety inspection revealed a stack of chairs in front of a fire extinguisher. Clear accesses to fire extinguishers are required at all times.			

			■ One area that was thought to be a high risk of fire was the costume room. Consider a self-closing fire door on the costume room stating no ignition sources beyond this point.	Chair of the Management Committee		
			■ Consider appointing fire marshals for show nights.			

Assessment review date:

Current working at height access tools



