

RISK ASSESSMENT FORM



Activity

Cumnor Village Pantomime 2022

Identify the Hazards

1. Too many people on premises – exceeds stipulated maximum
2. People blocking fire exits
3. Trailing wires/cables from speakers and lights
4. Use of ladders/steps
5. Manual Handling awareness
6. Tripping / falling / falling off stage, raised platform or ladder
7. Disposal of glass bottles and drinking glasses
8. Possible burns from hot drinks
9. Throwing sweets to the audience
10. Lighting, sound, projection or photographic/video fixtures falling
11. Injury from use of props/costumes
12. Adverse reaction to use of make-up or contact lenses
13. Fire hazard from lighting getting hot
14. Burns hazard from hot lighting
15. Electrocution from lights, sound, other electrical equipment
16. Safety of children playing unsupervised in and around the hall
17. Slipping on stage
18. Falling over ropes and congestion in the wings

Who might be harmed and how?

Estimate Risk Level H/M/L

1. All. Over capacity is a fire and evacuation procedure risk in the event of emergency situation.
2. All. Ineffective evacuation of premises in case of fire. Injury through tripping, crushing.
3. Cast and stage crew. Possible electrical/tripping hazard during 'Set Up' and rehearsals.
4. Stage crew. Possible ladder accidents.
5. Crew. Possible lifting and carrying injuries
6. Cast. Possibility of falling off stage, slipping, or tripping
7. All. Possible injuries to from broken glass containers
8. All. Possible burn injuries from spillage of hot drinks
9. Audience. Eye injury by thrown sweets.
10. All. Injury from heavy equipment falling from height.
11. Cast & crew. Injury to cast from use of props, tripping in costumes.
12. Cast- following application of make-up/lenses
13. All. Fire hazard to all in building
14. Crew. Lighting is very hot during operation.
15. Crew and cast. Various electrical installations are used in the show.

H

H

H

H

H

M

M

L

M

H

M

L

M

M

M

16. Unsupervised children may be involved in various accidents. Of most concern is children running around hall and risk of being knocked down by cars. Additionally there is a major safety risk when children play on the wall next to Oxford road.	H
17. Cast. Injury caused by slippery floors, feathers, sawdust and sequins on the floor	M
18. Cast. Injury from tripping over ropes and scenery in wings.	M
<i>What measures are in place to reduce the risk?</i>	<i>Risk Level Achieved (target is low)</i>
1. Limit ticket sales and control of other personnel in building. All helpers to be made aware of the fire exits and the fire evacuation procedure. Action: Producer	L
2. Gang way and fire exits to be kept clear. Announcement to be made to the audience prior to the show to make them aware of the fire exits. Cast backstage to be made aware of fire exits. Front of House to keep routes clear. Action: Producer/Director/Front of House Manager	M
3. Technical Managers aware of all electrical hazards and procedures. All wiring/cables to be secured. Most cables will be overhead to reduce risk. Circuit breakers in use where necessary. Power tools will be used during rehearsals by crew aware of correct handling procedures. Cast and crew to be aware of hazards during technical set-ups. Action: Technical Managers	M
4. Two people working as a team will man the ladders. They will be aware of ladder safety and potential dangers. A member of stage crew will use ladders during rehearsals and performances as access to set with assistance. Action: Stage Manager	L
5. All crew to be made aware of manual handling procedures to encourage as little lifting as possible and two or more people to lift larger items. Action: Stage Manager	L
6. During 'Set Build' and rehearsals there is a hazard of slipping or falling on items used to protect flooring, so everyone involved to be made aware of this. Rails to be used for clothing backstage to keep the floor as clear as possible to prevent tripping. Action: Stage Manager	L
7. Possible injuries from broken glass - front of house helpers to be aware of dealing with spillages and	L

breakages. Boxes to be available to put glass in or returned to Bar area. Action: Producer	
8. Possible burns from hot drinks. Front of house to be aware of First Aid Kit location and nominated first aider(s). First aid kit situated in kitchen. Action: Producer	L
9. Throwing of sweets to be limited and cast instructed not to throw sweets directly at people's faces. Action: Director	M
10. Technical Managers to inspect and ensure equipment fixed at height is secured correctly and safely. Action: Technical Managers	M
11. Costume manager and director to instruct cast on use of props and to evaluate any potential dangers. Children to be instructed clearly on prop use and not to be allowed to use props except for purpose of performance. Cast members will be allocated to help people on the stairs where necessary. Props to be constructed of lightweight and non-hazardous materials where possible. Performers to be made aware of any potential hazards associated with set or scenery. Stage Manager to alert cast and crew to specific prop handling with ladders and doors. This will be addressed at the technical rehearsal and the ladder will be stabilised when being climbed. Action: Costume Manager / Director / Stage manager	M
12. Make-up manager to enquire after possible allergies and to test small area of skin (on forearm) in case of doubt. Lenses to be tested prior to use in show with advice sought from opticians. Action: Make-up Manager	L
13. Lighting Manager to inspect lighting equipment for excessive heating during operations and to ensure no flammable material is in proximity to hot lighting. Action: Lighting Manager	L
14. Only authorised staff (Lighting Manager or delegate) to adjust lighting and crew to be made aware of the risk of burns hazard. Action: Lighting Manager	M

15. Lighting and Sound Managers to ensure only suitably safe electrical equipment to be used, and any running of cables or extension leads is not at risk of being severed or interfered with to cause an electrocution. All cast and crew involved to be made aware of water on overhead projector Action: Technical Managers/ cast member	L
16. A Chaperone is responsible for the children during rehearsals and performances. An email will be sent to parents asking them to inform us who is collecting their child. Parents are informed by email that they should not consider the children to be supervised other than when they are performing on stage or waiting in the hall and set out some basic rules for children's attendance. In addition, Producer will make an announcement to cast and crew giving same message. Children advised to bring a book or small computer game to sit quietly. Action: Producer (representing Committee)	M
17. Cast involved to be made aware of slippery floors and advised to take care. Debris swept up promptly by relevant cast member as appropriate to script. Action: Director / Stage manager	M
18 Cast to be aware and take help from other cast members for ropes on floor and congestion with scenery in the wings. Action: Director / Stage Manager	M

What further action is needed to reduce the risks? Producer to ensure the following responsible people to carry out measures 1-18 to minimise risk: <ul style="list-style-type: none"> • Director • Lighting Manager • Sound Manager • Stage Manager • Costume Manager • Make-up Manager • Front of House Manager • Nominated First Aiders • Cumnor Players Committee 		Specify Dates
Name of Assessor	Signed Helen Stevens	
Job Title	Committee member	
Date of Assessment (updated)	21.11.22	

