RISK ASSESSMENT FORM

Activity

Cindarella - Cumnor Players Pantomime 2026

Identify the Hazards	
1. Too many people on premises – exceeds stipulated maximum	
2. People or equipment / wires 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, stairs & ladders	
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	
19. Injury to cast & audience from obstacles or people in the aisle	
20. Injury to band and audience from cast jumping off stage	
21. Food allergies amongst cast and crew	
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.	***H***
2. All. Ineffective evacuation of premises in case of fire. Injury through tripping, crushing.	***H***
3. Cast and stage crew. Possible electrical/tripping hazard during ‘Set Up’ and rehearsals.	***H***

4. Cast and Stage crew. Possible ladder accidents.	***H***
5. Cast and Crew. Possible lifting and carrying injuries with equipment and cast carrying others.	***H***
6. Cast. Possibility of falling or tripping off stage, stairs or platform	***H***
7. All. Possible injuries to from broken glass containers	***M***
8. All. Possible burn injuries from spillage of hot drinks	***L***
9. Audience. Eye injury by thrown sweets.	***M***
10. All. Injury from heavy equipment falling from height.	***H***
11. Cast & crew. Injury to cast from use of props, tripping in costumes.	***M***
12. Cast- following application of make-up/lenses	***L***
13. All. Fire hazard to all in building	***M***
14. Crew. Lighting is very hot during operation.	***M***
15. Crew and cast. Various electrical installations are used in the show.	***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 outside & when children play on the wall next to Oxford road.	***M***
17. Cast. Injury caused by slippery floors.	***M***
18. Cast. Injury from tripping over items and scenery in wings.	***M***
19. Cast & Audience. Injury from collisions with cast or obstacles in the aisle	***M***
20. Cast, Band & Audience. Injury from collision with band / audience or wires	***M***
21. Individuals with food allergies.	***M***
What measures are in place to reduce the risk?	***Risk Level Achieved (target is low)***

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 / Committee members**	***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. All persons involved, including band members to keep fire doors access clear. 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. Cast will be made aware of ladder safety and potential dangers. Members of stage crew will use ladders during rehearsals and performances as access to set with assistance. **Action: Stage Manager / Director**	***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. Cast lifting assessed for weight capabilities and limitations. **Action: Stage Manager / Director**	***M***
6. Cast to be made aware and instructed on safe use of set and scenery. 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: Director / Stage manager**	***M***
7. Possible injuries from broken glass - front of house helpers to be aware of dealing with spillages and breakages. Boxes to be available to put glass in or returned to Bar area.	***L***

Action: Producer / Committee member	
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 / Committee member**	***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 or with props where necessary. Child in "flower pot" repositioned on stage to minimise fall risk. Props to be constructed of lightweight and non-hazardous materials where possible. Stage Manager to alert cast and crew to specific prop handling. This will be addressed at the technical rehearsal. **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	***L***

risk of being severed or interfered with to cause an electrocution. **Action: Technical Managers/ cast member**	
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, there will be an announcement to cast and crew giving same message. Children advised to bring a book or small computer game to sit quietly. **Action: Producer/ Committee member**	***M***
17. Cast involved to be made aware of slippery floors and advised to take care. Debris/ water cleaned up promptly by relevant cast/ crew member as appropriate to script. **Action: Director / Stage manager**	***M***
18. Cast to be aware and take help from other cast members for items on floor and congestion with scenery in the wings. **Action: Director / Stage Manager**	***M***
19. Cast advised on avoiding obstacles in the aisle and audience asked to make sure there are no children, bags or other items in the aisle during the performance. **Action: Director**	***M***
20. Cast instructed on how to jump safely off the stage **Action: Stage Manager / Director**	***M***
21. If required, EpiPen held with first aider or other adult and other adults aware. Kitchen staff informed. All cast & crew made aware and requested not to bring items containing nuts into the hall or backstage areas. Postcode of hall written on sign in props area so easily available if required in an emergency. **Action: Producer / Nominated First Aiders**	***L***

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: • 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	On behalf of Cumnor Players Committee
Date of Assessment (updated)	1/11/26