

General Hazard/Risk Identification

DRESSING ROOMS

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Corridors	Tripping on obstructions.	To keep corridors clear of all material and items that may cause a person to trip and fall. Corridors are to have a 1.2meter clear way at all times.
Stairway to second level	Tripping and falling.	Keep stairways in good repair and totally clear of material and items at all times.
Dressing Rooms	Tripping on obstructions and using unsafe equipment or materials.	To keep dressing rooms tidy and free of clutter. To determine all equipment and appliances are safe to use. To determine there are no unsafe chemicals or substances that may cause harm or combustion or are being used in an unsafe manner.

BASEMENT (under stage)

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Equipment storage area	Access by unauthorised persons. Stored or stacked equipment. Falling or obstructing.	Access to this area is strictly controlled with the door to be locked at all times. Access is given to approved persons only. Stack/store equipment in a safe manner so that there is no possibility of stacked/stored equipment falling or causing an obstruction.
Hazardous material	Hazardous materials combusting or contaminating.	Under no circumstances can hazardous materials be stored in this location.
Walkways	Tripping and falling.	Keep all walkways clear of materials and equipment beyond the designated lines.
Sound System	Electrocution or fire.	That electrical equipment and cables installed has a current electrical certification. That equipment and cables are installed in an approved manner.
Electrical outlets	Electrocution or fire.	That electrical equipment and cables installed has a current electrical certification. That equipment and cables are installed in an approved manner.

LOADING DOCKS

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Loading docks stage left, right and far right	Tripping on obstructions.	To keep loading docks clear at all times when not in use and as best as is possible during load in and load out of all material and items. To keep areas clean and tidy at all times.

THEATRE ROOF SPACE/LIGHTING BRIDGES

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Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Auditorium main roof space	<p>Access by unauthorised persons.</p> <p>Tripping and falling.</p> <p>Hitting an obstruction.</p> <p>Falling through a lighting bridge opening.</p>	<p>Access to this area is strictly controlled with the door to be locked at all times.</p> <p>Access is given to approved persons only.</p> <p>Keep roof space clear at all times of materials and items that could cause a hazard.</p> <p>No equipment or items to be stored in this location.</p> <p>Maintain lighting bridge opening barriers so as to eliminate the possibility of a person falling through.</p>

STAGE

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Stage sets/equipment	<p>Stage sets or equipment falling or causing injury through obstruction or fire.</p>	<p>To certify that all stage sets and equipment is certified or rated and safe for the purpose proposed.</p> <p>That all stage sets have the appropriate fire resistant Certification.</p>
Theatre rigging system	<p>The possibility that badly installed/unsecured equipment or stage scenery will fall.</p> <p>Wear and tear over time may cause possible system failures.</p>	<p>That only certified/approved persons operate the theatres counterweight system and that it is operated at its approved ratings.</p> <p>That the counter weight system is always in a slightly overweight situation so that the weight home position is at ground level.</p> <p>That if a particular line set is of high risk it is installed with a break lock or an additional rope lock.</p> <p>That all equipment installed on to the system is done so under supervision of a certified/approved person.</p> <p>The adjacent working area of the system is kept clear of obstructions or materials so as to safely operate the system.</p> <p>No work to be undertaken in the grid without full safety management and appropriate barriers at stage level.</p> <p>That appropriate safety equipment is worn whilst working at stage level when additional work is being carried out in the grid.</p> <p>That all equipment, scenic cloths, scenic panels, lighting bars, lighting equipment and any other equipment fixed or suspended from the theatres rigging system is done to the approved standard and with the appropriate and approved safety cabling, harness's and fixings.</p> <p>The system is inspected and certified by an IQP annually.</p>
Forestage lift/Orchestra pit	<p>Restrictions on use.</p>	<p>Not to be used as a personnel lift during a performance or event.</p>

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	<p>Falling from the stage or auditorium if the lift is at the basement or auditorium location.</p> <p>Equipment or a body part being trapped while the lift is in motion.</p>	<p>If the orchestras pit is unused the lift is to remain at stage level as its home position when the stage is not in use.</p> <p>A rope barrier to be installed across the full width of the stage from proscenium to proscenium at all times and only removed as required for the on stage production.</p> <p>Approved barriers to be installed at the auditorium level at all times except for times the lift is at the auditorium level and the lift surface required as an extension to the auditorium.</p> <p>When used as an orchestra pit and the lower level to have appropriate safety netting installed to catch items falling from the stage.</p> <p>Regular inspection of all safety overrides so that any possibility of entrapment while the lift is in motion is eliminated.</p> <p>The system is inspected and certified by an IQP annually</p>
Stage fabrics/scenic cloths	Fire and falling.	<p>That all stage fabrics are installed as approved and by a certified/approved person.</p> <p>That all stage fabrics are fire treated by an approved process and are certified as such.</p>
Electrical outlets	Electrocution or fire.	<p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner.</p>
Stage electrical traps	Trip hazard, electrocution or fire.	<p>Trip doors not to be left open and cable entry holes to be covered when appropriate.</p> <p>That cables are covered in a manner to eliminate the possibility of tripping over by personnel or snagging with scenic units.</p> <p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner</p>

TECHNICAL WORKSHOPS AND EQUIPMENT STORE ROOMS

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Under stairs equipment store	Hazardous material.	<p>Under no circumstances can hazardous materials be stored in this location.</p> <p>Stack/store equipment in a safe manner so that there is no possibility of stacked/stored equipment falling or causing an obstruction.</p>
Sound equipment store	Hazardous material. Stacking of equipment.	<p>Under no circumstances can hazardous materials be stored in this location.</p> <p>Stack/store equipment in a safe manner so that there is no possibility of stacked/stored equipment falling or causing an obstruction.</p>
Technical staff room	Trip hazard, electrocution or fire.	This area is not to be used as an equipment storage space.

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		<p>All equipment and materials are installed/used so as to eliminate the possibility of being a hazard.</p> <p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner.</p>
Technical workshop (old bank safe)	<p>Hazardous material.</p> <p>Stacking of equipment.</p> <p>Trip hazard, electrocution or fire.</p> <p>Possibility of a person being locked in.</p>	<p>Paint and the associated paint products are the only hazardous materials that can be stored in this location.</p> <p>Stack/store equipment in a safe manner so that there is no possibility of stacked/stored equipment falling or causing an obstruction.</p> <p>All equipment and materials are installed so as to eliminate the possibility of being a hazard.</p> <p>When the door is open and the room in use, the door lock must be engaged in the locked position.</p> <p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner.</p>

AUDITORIUM

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Stalls	Tripping on obstructions	Keep all aisle and walkways totally clear of all materials or obstructions.
Circle	Tripping on obstructions. Falling over circle front rail.	Keep all aisle and walkways totally clear of all materials or obstructions. To manage the front circle rail so no standing or gathering of patrons occurs at the edge.
Control booth	Trip hazard, electrocution or fire.	All equipment and materials are installed so as to eliminate the possibility of being a hazard. That electrical equipment and cables installed has a current electrical certification. That equipment and cables are installed in an approved manner.

PROJECTION/RECTIFIER ROOM

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Rectifier Room	<p>Access by unauthorised persons.</p> <p>Hazardous material.</p> <p>Stacking of equipment.</p>	<p>Access to this area be strictly controlled with the door to be locked at all times.</p> <p>Access is given to approved persons only.</p> <p>Under no circumstances can hazardous materials be stored in this location.</p> <p>Stack/store equipment in a safe manner so that there is no possibility of stacked/stored equipment falling or causing an obstruction.</p>
Projection Room	Access by unauthorised persons.	Keep all aisle and walkways totally clear of all materials or obstructions.

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	<p>Hazardous material.</p> <p>Storing of equipment.</p> <p>Trip hazard, electrocution or fire.</p>	<p>To manage the front circle rail so no standing or gathering of patrons occurs at the edge.</p> <p>Only equipment associated with the projectors and follow spots to be stored in this area.</p> <p>All equipment and materials are installed so as to eliminate the possibility of being a hazard.</p> <p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner.</p>
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FOYER

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Front entry and Grand lobby	Tripping on obstructions.	Keep the foyer floor area totally clear of all material and items that may cause a person to trip and fall.
Mezzanine	Tripping on obstructions.	<p>Keep the Mezzanine floor area totally clear of all material and items that may cause a person to trip and fall.</p> <p>To manage the front mezzanine rail so that standing or gathering of patrons at the edge is controlled.</p>

FUNCTION ROOMS

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
Green Room	Tripping on obstructions.	<p>To keep all floor areas and corridors clear of all material and items that may cause a person to trip and fall.</p> <p>All equipment and materials are installed so as to eliminate the possibility of being a hazard.</p> <p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner.</p>
Regency Room	Tripping on obstructions.	<p>To keep all floor areas and corridors clear of all material and items that may cause a person to trip and fall.</p> <p>All equipment and materials are installed so as to eliminate the possibility of being a hazard.</p> <p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner.</p>
McMillan and Lockwood Rehearsal room	Tripping on obstructions.	<p>To keep all floor areas and corridors clear of all material and items that may cause a person to trip and fall.</p> <p>Keep the access stairway totally clear of material and items at all times.</p> <p>All equipment and materials are installed so as to eliminate the possibility of being a hazard.</p>

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		<p>That electrical equipment and cables installed has a current electrical certification.</p> <p>That equipment and cables are installed in an approved manner.</p>
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THEATRE EXITS

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
All theatre exits	Tripping on obstructions.	Keep all theatre exits and exit stairways and corridors totally clear of all material and items at all times.

THEATRE HEATING AND VENTILATING PLANT ROOMS

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
All theatre heating and Ventilating Plant Rooms	<p>Access by unauthorised persons.</p> <p>Hazardous material.</p> <p>Storing of equipment.</p> <p>Trip hazard, electrocution or fire.</p>	<p>Access to these areas are strictly controlled with the door to be locked at all times.</p> <p>Access is given to approved persons only.</p> <p>Under no circumstances can hazardous materials be stored in these locations.</p> <p>Keep equipment stored in these locations to a minimum and stack/store equipment in a safe manner so that there is no possibility of stacked/stored equipment falling or causing an obstruction.</p> <p>To keep equipment stored in these locations clear of all Heating and Ventilating vessels/systems or apparatus.</p>

COMPETENCY OF THEATRE HIRERS/USERS

Location/area	Item Risk/Hazard	Procedure to minimise risk/hazard
All areas of the theatre	<p>The installation of equipment brought in from an offsite location that is/maybe hazardous or unsafe.</p> <p>The installation of equipment in an unsafe or hazardous manner.</p>	<p>To ensure all equipment being brought into the theatre complies with all safety and manufacturing requirements and is safe for the purpose intended.</p> <p>To ensure all personnel from all sectors installing theatre equipment or equipment brought in from an offsite location are competent to do so and are skilled in the particular duties/tasks they are undertaking.</p>