**Event:**

**Dates and times:**

**Duration:**

**Location:**

**Main contact name and position:**

**Contact email:**

**Contact phone:**

***Please Note:*** *In the table below, the columns labelled with numbers represent the following:*

*A: Numbers of people potentially affected by this risk*

*B: Severity of Risk (rated out of 5)*

*C: Likelihood of Risk (rated out of 5)*

*We determine what level of risk is ‘acceptable’ by* ***adding the numbers in Column B and Column C****. If the* ***result totals 5 or less,*** *we consider the risk* ***acceptable****. If it totals* ***between 5 and 7****, we consider the risk* ***requires more attention and additional safety measures****. If it totals* ***more than 7****, we consider than* ***an unacceptable level of risk****.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity/Hazard | Possible Risk | A | Existing Control Measures | B | C | Additional Measures to be taken |
| Fire | Fire starts in the Barron. | 60 | Audience and actors know where the fire exits are. Someone always has a phone or acsess to a mobile to call the fire department. Fire alarms are functional. | 5 | 1 | Ensure fire exits are kept clear. Fire extinguishers located throughout building. Ensure operating technician knows safety protocol. |
| Trips or falls | Audience, crew, or actors trip over any item, each other, or themselves and potentially injure themselves or others. | 60 | Make sure appropriate lighting is used. Warn actors to be careful in the theatre. | 2 | 4 | Make sure that the participants in the venue are not drowsy or under the influence of substances. |
| Item falling from rig. | Person injured from equipment falling from above | 60 | Safety chains will be used to attach heavy objects. | 4 | 1 | Minimum people will be on the floor as rigging occurs |
| Collision in wings | Actors bumping into each other in wings and coming on / off stage | 8 | Actors and stagehands to rehearse exits, entrances and set changes. | 2 | 3 | Wing light to be fitted in wing. |
| Standing on chair | Person may fall off chair. Chair could collapse | 1 | Find a sturdy chair or reinforce one. | 2 | 2 | Instruct actor to stand still on chair, and to spread their weight evenly. |
| Dim lighting or blackout | Actors bumping into each other on or offstage | 8 |  | 1 | 2 | Carefully block this scene and instruct actors to be careful. |
| Actors being carried on stage. | Actor could be dropped | 1 | Assess with chosen cast if this is possible before attempting. | 2 | 2 | Multiple rehearsals in a controlled environment. |
| Strobe Lighting | Audience member could be epileptic and then would have a fit. | 60 |  | 4 | 1 | Give a warning on the Facebook event and have a notice at the box office to say there are flashing lights. |
| Covid-19 Protections  (please add at least one more row about how you will protect your cast, crew, and audience from the virus) | Audience or cast could become infected | 60+ | Have hand sanitiser, no sick people entering, maximum occupancy in line with university regulations. Disinfect shared items. Clean seats. Mandatory masks where applicable. Social distancing. | 5 | 2 | Tell cast and crew not to come if sick. Ensure quarantine protocol is observed. Disinfect and clean set and props. Wear masks and socially distanced when required. Use gloves to clean. |