



## Risk Assessment

<b>Department</b> The Cockpit <b>Risk Assessment</b> CT/O1/08 <b>Date</b> 21 <sup>st</sup> July 2014 <b>Review Date</b> 20 <sup>th</sup> July 2015		
<b>Activity</b> Theatrical productions and public performances.	<b>Location</b> The Cockpit	<b>Name of Assessor/s</b> Deb Jones Anthony Moore. Health and Safety Adviser.
<p><b>Please refer to Appendix A which contains:</b></p> <ul style="list-style-type: none"> <li>• outlines how to calculate the Risk Assessment</li> <li>• contains other important information which you may wish to consider when completing this form, including:</li> </ul>		
<p style="text-align: center;"><u><b>Legislation Considered</b></u></p> <ul style="list-style-type: none"> <li>• Health and Safety (Display Screen Equipment) Regs</li> <li>• Health and Safety at Work Act.</li> <li>• Manual Handling Operations Regulations.</li> <li>• Working at Height Regulations.</li> <li>• Electricity at Work Regulations.</li> <li>• Control of Substances Hazardous to Health Regs.</li> <li>• Regulatory Reform (Fire Safety) Order</li> <li>• Licensing Acts</li> </ul>	<p style="text-align: center;"><u><b>HSE Risk Matrix</b></u></p> <p>To be assessed before and after control methods.</p> <p>Risk rating to be expressed numerically.</p>	<p style="text-align: center;"><u><b>General considerations</b></u></p> <p>General Causes of injuries and hazards.</p> <p>Examples of good practice.</p>

<u>Initial Risk Assessment</u>							<u>Re-assessed Risk Assessment</u>					
<b>Persons at Risk.</b> Staff, students, members of the public and hirers'	<b>Severity of Hazard (SH)</b>	<b>Likelihood of Risk (LR)</b>	<b>Initial Risk Level (IRL)</b>	<b>SH</b>	<b>LR</b>	<b>IRL</b>	<u>Control Methods</u>			<b>SH</b>	<b>LR</b>	<b>IRL</b>
<b><u>Activities</u></b>	<b><u>Hazards</u></b>						<ul style="list-style-type: none"> <li>The work station for each member of staff has been self assessed and ergonomic factors implemented.</li> <li>Eye sight tests provided by the company and corrective spectacles.</li> <li>Staff to take short breaks every hour away from their work station.</li> <li>Control board lighting to be appropriate to its use.</li> <li>General good housekeeping carried out.</li> <li>All areas and stairs well lit during audience movement.</li> <li>All staff to be instructed and practiced in conducting an audience emergency evacuation</li> <li>No trailing leads or cables.</li> <li>Staff to keep all areas free of obstructions.</li> <li>No obstructions permitted at any time in the emergency exit routes and walk ways.</li> <li>Liquid spills to be removed as soon as possible.</li> <li>Flooring to be regularly inspected for damage and repairs carried out as soon as possible.</li> <li>Avoid storing any items at height.</li> <li>Shelving not to be above an easily reachable height.</li> <li>Step ladders to be used by staff.</li> <li>Staff are to use ladders, or step ladders and not to climb to gain access to items etc.</li> <li>Access below work area to be restricted.</li> <li>Fall prevention - netting installed in space between bars on upper gantry.</li> <li>Loose tools etc must be secured to prevent them falling.</li> </ul>					
<b>Using Display Screen and control board Equipment.</b>	<ul style="list-style-type: none"> <li>Back and neck pain.</li> <li>Repetitive injuries.</li> <li>Poorly designed work stations.</li> </ul>			4	4	16		4	2	8		
<b>Access and Egress</b>	<ul style="list-style-type: none"> <li>Trip over objects</li> <li>Slip on spillages</li> <li>Impact injuries</li> <li>Wheel Chair access</li> </ul>			4	4	16		4	2	8		
<b>Working at height in a control room etc.</b>	<ul style="list-style-type: none"> <li>Falls from height</li> <li>Being struck by falling items</li> </ul>			4	4	16	45	3	12			

<p><b>Gantry Work and high level working</b></p>	<ul style="list-style-type: none"> <li>• Falls from height</li> <li>• Being struck by falling items</li> </ul>	5	4	20	<ul style="list-style-type: none"> <li>• Only authorised persons to be allowed access to the gantry.</li> <li>• Training in working at height to be provided to everyone who may undertake working at height.</li> <li>• Kick plates to be checked weekly.</li> <li>• Loose items and equipment to be secured, or removed.</li> <li>• Avoid storing items in the Gantry area.</li> <li>• Working outside the Gantry to be risk assessed in writing beforehand.</li> <li>• Fall restraint equipment to be used when working or being outside the gantry.</li> <li>• No more than five persons on the Gantry at any one time</li> <li>• No rehearsals or tech runs to be carried out during rigging.</li> <li>• Items are only to be stored within designated and identified areas within the gantry.</li> <li>• No trip hazards to be left on the Gantry.</li> <li>• Bump caps must be worn.</li> <li>• No stepladders to be used on the Gantry.</li> <li>• Safety chains/bonds to be used with lanterns, bar mounted appliances and free standing tripods and stands.</li> <li>• During rigging, all entrance drapes must be fully open and warning signage displayed below the work area and beyond for 3m.</li> <li>• No-one allowed below any overhead working.</li> </ul>	4	2	8
<p><b>Carrying heavy items</b></p>	<ul style="list-style-type: none"> <li>• Back injury</li> <li>• Strains and sprains.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• A trolley to be used to transport heavy objects.</li> <li>• No heavy objects to be stored on high shelves.</li> <li>• A person is only to lift an item that they can safely lift.</li> <li>• Manual handling training to be given to all staff.</li> <li>• Bulky or heavy items should be purchased in reasonably sized and weighted dimensions.</li> </ul>	4	2	8

<p><b>High volume and pressure of work</b></p>	<ul style="list-style-type: none"> <li>• Unacceptably high stress levels.</li> <li>• Increased likelihood of accidents.</li> <li>• Increased likelihood of illness.</li> <li>• Deteriorating staff relationships.</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Detailed job descriptions must be provided to all members of staff.</li> <li>• A written, stress, risk assessment must be carried out by the line manager of any member of staff that shows signs, or complains of undue stress.</li> <li>• Confidential stress counselling is available to all members of staff.</li> <li>• Staff reminded of the confidential counselling help line.</li> <li>• Policy to prevent bullying in the work place is to be enforced by all supervisors.</li> <li>• Stress awareness training given to all supervisors.</li> <li>• Regular one to one meetings conducted and individual performance reviewed.</li> </ul>	4	2	8
<p><b>Using electrical equipment</b></p>	<ul style="list-style-type: none"> <li>• Electrocutation</li> <li>• Fatal injuries</li> <li>• Serious injuries</li> <li>• Burns</li> <li>• Smoke inhalation.</li> <li>• Panic induced injuries</li> <li>• Damage to property</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>• Electrical equipment to be PAT tested.</li> <li>• Visual check of all electric equipment to be carried out before it is used.</li> <li>• Good housekeeping to be carried out to reduce the risk of fire.</li> <li>• Equipment to be secured when not in use.</li> <li>• Fire detection system checked weekly.</li> <li>• Monthly safety checks are to be implemented by staff and a record kept.</li> <li>• Evacuation plans to be displayed in prominent locations.</li> <li>• Practice evacuations regularly carried out.</li> <li>• All staff to be practiced in carrying out emergency evacuations.</li> <li>• Staff are to be encouraged to report defective, discoloured or damaged equipment which must be removed from service.</li> <li>• No unauthorised appliances allowed i.e. own fan or microwave.</li> <li>• The use of stacked multi adapters and coiled cables is not allowed.</li> </ul>	5	2	10

<p><b>Access by members of the public</b></p>	<ul style="list-style-type: none"> <li>• Large volume of visitors who are unfamiliar with the building layout.</li> <li>• Persons with special requirements.</li> <li>• Disruptive persons.</li> <li>• Obstruction</li> <li>• Persons with health problems</li> </ul>	4	4	16	<ul style="list-style-type: none"> <li>• Duty managers are to brief all staff beforehand to check they are familiar with their role and duties.</li> <li>• Staff to be at their designated location before access is given to the audience.</li> <li>• The safe access and egress for visitors to be assessed before access is allowed.</li> <li>• Access and egress to be controlled by staff.</li> <li>• The mood and demeanour of the audience is to be constantly monitored, and reported to the duty manager.</li> <li>• Visitors to be informed of the evacuation procedures before every performance.</li> <li>• Disruptive persons will be excluded and security of police called if required.</li> <li>• In the interests of safe evacuations, only four wheel chair bound persons are to be allowed on the premises during public performances.</li> <li>• Evacuation plans to be prominently displayed in prominent locations.</li> <li>• A safety briefing is to be given before each performance.</li> <li>• Evacuation practices to be carried out at least four times a year.</li> <li>• Safe systems of working to be displayed and enforced.</li> <li>• Designated premises supervisor to be present and actively manage the event.</li> <li>• Licensing Application directives to be followed.</li> <li>• Safe lighting levels to be maintained during and after performances.</li> <li>• Emergency exits to have appropriate lit and emergency evacuation signage displayed.</li> <li>• Practice evacuations and emergency responses' to be practiced by staff.</li> <li>• A person trained in first aid is to be present at every public performance.</li> <li>• A first aid kit is to be available.</li> <li>• A body fluid spills kit and cleaning equipment to be made readily available to staff.</li> <li>• The foyer area to be monitored during</li> </ul>	4	3	12
---	---	---	---	----	---	---	---	----

<p><b>Visiting theatre companies and other users</b></p>	<ul style="list-style-type: none"> <li>• Unfamiliar with the building and facilities.</li> <li>• No risk assessment.</li> <li>• Improper use of facilities.</li> <li>• Dangerous practices.</li> </ul>	4	4	16	<p>performances.</p> <ul style="list-style-type: none"> <li>• The visiting manager is to be briefed on the safe systems and procedures to be followed.</li> <li>• Copies of safety information and procedures are to be given to visiting companies.</li> <li>• A copy of the House Rules to be given to the visiting manager and/or the relevant person.</li> <li>• A Cockpit technician to work with the visiting technician.</li> <li>• A copy of the visitors risk assessment to be viewed and the content of rehearsals and performances discussed.</li> <li>• Known risks such as the use of pyrotechnics, firearms or children must have a written risk assessment and agreed by The Cockpit beforehand.</li> <li>• Visiting performers and support staff to be given a copy of the evacuation plans.</li> <li>• A designated premises supervisor to be present to manage the event.</li> <li>• Licensing directives to be followed i.e. no more than 250 persons present, no more than 4 wheel chairs persons and spring keys on exits.</li> <li>• No unacceptable risks will be permitted.</li> </ul>	4	2	8
<p><b>Alcohol being sold /distributed on the Premises</b></p>	<ul style="list-style-type: none"> <li>• Inebriated persons</li> <li>• Violence</li> <li>• Broken Glass</li> <li>• Alcohol fuelled Aggression</li> <li>• Breach of Licensing Laws.</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Designated premises supervisor to be present and manage the event.</li> <li>• Licensing Application directives must be followed</li> <li>• Bar staff will refuse to serve any person who appears inebriated or under 18 years of age.</li> <li>• A person who appears under 21 years of age is to be asked for identification before alcohol is sold to them.</li> <li>• Access to the alcohol store to be restricted.</li> <li>• Aggressive or disruptive persons to be excluded from the Premises.</li> <li>• Times that alcohol is served to be restricted as per the Theatre Managers directives.</li> <li>• Licensing directives to be followed i.e. no more than 250 persons present, no more than 4 wheel chairs persons present.</li> </ul>	4	2	8

<b>Use of smoke generating machines</b>	<ul style="list-style-type: none"> <li>Vision impairment</li> <li>Hazards obscured</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>The use of smoke generating machines is to be constantly monitored.</li> <li>Excess smoke is not to obscure the emergency exits.</li> </ul>	5	2	10
<b>Lone Working</b>	<ul style="list-style-type: none"> <li>Becoming ill and medical assistance not forthcoming.</li> <li>Assault or other criminal activity.</li> </ul>	5	3	15	<ul style="list-style-type: none"> <li>Security to be informed of any abnormal working times.</li> <li>Panel in door which can be viewed from outside.</li> <li>Two way communication to be provided.</li> </ul>			
<b><u>Management Action Plan</u></b>				<b>To be completed by;</b>	<b>Completed Date</b>	<b>Comments</b>		
<ul style="list-style-type: none"> <li>Staff to be trained in dealing with safe evacuations.</li> <li>First aid and incident scenarios to be practiced by staff.</li> </ul>				Sept.2014 Oct. 2014	Sept 2014			

**Name of Assessor**      Deb Jones      **Signature:** Deb Jones      **Date**    21<sup>st</sup> January 2014

**Name of Assessor**      Anthony Moore      **Signature:** Anthony Moore      **Date**    21<sup>st</sup> January 2014

### The Cockpit

**Name**                      Dave Wybrow      **Signature** Dave Wybrow      **Date**    21<sup>st</sup> January 2014

## Appendix A

### Display Screen Equipment

### Health and Safety (Display Screen Equipment) Regs.

#### General Causes

Poor seating adjustments  
Keyboard not comfortable

Display screen too high.  
Small work area

Display screen out of focus  
Lack of breaks away from work station.

Poor ergonomics

#### Good Practice

Written workstation self assessment carried out

Breaks taken away from work station.

### Slips trips and falls

### Health and Safety at Work Act 1974

#### General Causes

Spillage of wet and dry substances  
Rugs/mats  
Changes in the floor level

Poor Lighting  
Slippery surfaces  
Unsuitable footwear

Trailing cables  
Change from wet to dry floor surfaces  
Smoke/steam obscuring view

Miscellaneous rubbish

#### Good Practice

Clean spills immediately  
Keep areas clear, remove rubbish

Avoid exposed cables, use cable covers, or cordless tools.  
Ensure mats are securely fixed and without curling edges.

### Manual handling      **The Manual Handling Operations Regulations 1992 & 2002**

#### Good Practice

**AVOID** the need for hazardous manual handling; as far as is reasonably practicable.

**ASSESS** the risk of injury from any hazardous manual handling that can't be avoided

**REDUCE** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

#### Example:

A person can carry 25Kg (52Lb) for approx 25mtrs in comfort. Anything above these needs to be assessed and if a repetitive activity.

#### Ways to reduce the risk of injury.

Pay particular attention to those with physical weakness.  
Remove obstructions to free movement  
Training

Reduce the weight of objects being handled.    Less restrictive PPE.  
Provide better flooring                      Provide appropriate handling aids  
Avoid steps and steep ramps



**Working at Height****Work at Height Regulations 2005****Provision and Use of Work Equipment Regs. 1998****Good Practice**

Avoid work at height where possible.

Do not store heavy objects or bulky items at height

Use work equipment or other measures to prevent falls where working at height cannot be avoided.

Where a risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

**Ensure**

All work at height is properly planned and organised.

Risks from falling objects are properly controlled.

Trained and competent staff.

Ensure the place that the work at height is carried out is safe.

Equipment for work at height is appropriately inspected.

Appropriate Step/Ladder to be used and inspected beforehand.

**Electrical Equipment****Electricity at Work Regulations 1989****Good practice**

Check electric cabling for signs of wear and tear.

Portable Appliance Test to be within one year

Personal electrical equipment not to be taken into the work place.

Damaged equipment to be replaced.

Liquids to be kept away from electrical equipment.

Repairs to be carried out by a qualified person.

**Use of Chemicals****Control of Substances Hazardous to Health Regulations****Good Practice**

Replace irritant chemicals with milder alternatives

Check that staff do not have any allergic reactions to the chemicals used.

**Risk of Fire****Regulatory Reform (Fire Safety) Order 2005****Good Practice**

Good Housekeeping to be carried out.

Desks and work areas to be kept clear of unnecessary paper.

No unauthorised electrical equipment to be used.

Vents on computers to be kept clear.

Fire Risk Assessment under RRFSO to be reviewed annually.

**Licensing Acts****Good Practice**

Restrict numbers of persons at performances to a maximum of 250

Remove anyone who is inebriated

Alcohol not to be sold or given to underage persons

Remove any disruptive or aggressive persons from the premises

Duty manager to continuously assess the situation

The sale of alcohol to be stopped if the circumstance warrant such action

**Risk assessment (Significant risks and hazards)**

1. Identify the hazards
2. Decide who might be at risk and how.
3. Evaluate the risks and appropriate control methods.
4. Record your findings and their implementations.
5. Review and update as necessary or within 12 months.

**Persons at risk** (include; employees, students, visitors, lone workers, disabled persons, contractors and visitors)

Severity Likeli- hood	No Injury	First Aid Injury	Lost Time (Over 3 days)	Major Injury or Disabling Disease	Death
Improbable	1	2	3	4	5
Remote	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Very Likely to Occur	5	10	15	20	25

Risk Rating	Action Required
16 to 25	<b>High risk</b> and may require the provision of considerable resources involving special equipment, training, high levels of supervision and consideration of the most effective methods of eliminating or controlling hazards.
6 to 15	<b>Medium risk</b> and will require an appropriate level of resources.
1 to 5	<b>Low risk</b> but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.