

THE COCKPIT

Risk Assessment

Department: The Cockpit Risk Assessment: Production and Performance Date: 11th September 2024		
Review Date: 11th September 2025		
Activity	Location	Name of Assessor/s:
Theatrical productions and performances with an audience	The Cockpit	Deb Jones Dave Wybrow
Please refer to Appendix A which contains: <ul style="list-style-type: none">• Outlines how to calculate the Risk Assessment• Other important information which is considered when completing this form, including:		
<u>Legislation Considered</u> Health and Safety (Display Screen Equipment) Regs. Health and Safety at Work Act. Manual Handling Operations Regulations. Working at Height Regulations. Electricity at Work Regulations. Control of Substances Hazardous to Health Regs. Regulatory Reform (Fire Safety) Order. Licensing Acts.	<u>HSE Risk Matrix</u> To be assessed before and after control methods. Risk rating to be expressed numerically.	<u>General considerations</u> General Causes of injuries and hazards. Examples of good practice.

<u>Initial Risk Assessment</u>							<u>Re-assessed Risk Assessment</u>				
Persons at Risk. Staff, members of the public and hirers'	Severity of Hazard = SH	Likelihood of Risk = LR	Initial Risk Level = IRL	SH	LR	IRL	RRL = Reassessed Risk Level	SH	LR	RRL	
<u>Activities</u>	<u>Hazards</u>						<u>Control Methods</u>				
Using Display Screen and control board Equipment.	<ul style="list-style-type: none"> • Back and neck pain. • Repetitive injuries. • Poorly designed workstations. 			4	4	16	<ul style="list-style-type: none"> • The work station for each member of staff has been self-assessed and ergonomic factors implemented. • Eye sight tests provided by the company and corrective spectacles. • Staff are to take short breaks every hour away from their work station. • Control board lighting to be appropriate to its use. 	4	2	8	
Access and Egress	<ul style="list-style-type: none"> • Tripping over objects • Slipping on spillages • Impact injuries • Wheelchair access 			4	4	16	<ul style="list-style-type: none"> • General good housekeeping carried out. • All areas and stairs are well lit during audience movement. • All staff to be instructed and practised in conducting an audience emergency evacuation. • No trailing leads or cables. • Staff to keep all areas free of obstructions. • No obstructions permitted at any time in the emergency exit routes and walkways. • Liquid spills to be removed as soon as possible. • Flooring to be regularly inspected for damage and repairs carried out as soon as possible. 	4	2	8	
Working at height	<ul style="list-style-type: none"> • Falls from height 			4	4	16	<ul style="list-style-type: none"> • Avoid storing any items at height. 	45	3	12	

Gantry Work and high level working	<ul style="list-style-type: none"> • Being struck by falling items • Falls from height • Being struck by falling items 	5	4	20	<ul style="list-style-type: none"> • Shelving not to be above an easily reachable height. • Step ladders to be used by staff. • Staff are to use ladders, or step ladders and not to climb to gain access to items etc. • Access below the work area to be restricted. • Fall restraint equipment provided if needed. • Loose tools etc must be secured to prevent them falling. • Authorised persons only to be allowed access to the gantry. • Kick plates to be checked weekly. • Loose items and equipment to be secured, or removed. • Avoid storing items in the gantry area. • Working outside the gantry to be risk assessed in writing beforehand. • Fall restraint equipment to be used when working or being outside the gantry. • No more than five persons on the gantry at any one time. • Rigging time to be scheduled separately from other technical work, stage to be cleared and closed using retractable tape barriers across wings during rigging. • Items are only to be stored within designated and identified areas within the gantry. • No trip hazards to be left on the gantry. • Bump caps must be worn. • No stepladders to be used on the gantry. • Safety chains/bonds to be used with lanterns, bar mounted appliances and free standing tripods and stands. • During rigging, all entrance drapes must be fully open and retractable hazard barriers used. • No persons allowed below any overhead working. 	4	2	8
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Working on stage	<ul style="list-style-type: none"> • Falls • Slip on spillages • Slip on covered stage trap area • Impact injury • Pulled muscle • Skeletal damage 	4	4	16	<ul style="list-style-type: none"> • General good housekeeping carried out. • Trailing leads or cables on stage to be taped down. • Staff to keep all areas free of obstructions. • No obstructions permitted at any time in the emergency exit routes and walkways. • Liquid spills to be removed as soon as possible. • Flooring to be regularly inspected for damage and repairs carried out as soon as possible. • Company fire and cleaning warden (responsible person nominated by the company) to be briefed on differing surfaces and uneven areas of stage, and to pass this information on to all company members. 	4	2	8
Carrying heavy items	<ul style="list-style-type: none"> • Physical injury • Strains and sprains 	4	4	16	<ul style="list-style-type: none"> • A trolley or dolly to be used to transport heavy objects. • No heavy objects to be stored on high shelves. • A person is only to lift an item that they can safely lift. • Bulky or heavy items should be purchased in reasonably sized and weighted dimensions. 	4	2	8
High volume and pressure of work	<ul style="list-style-type: none"> • Unacceptably high stress levels. • Increased likelihood of accidents. • Increased likelihood of illness. • Deteriorating relationships. 	4	4	16	<ul style="list-style-type: none"> • Detailed job descriptions provided to all members of staff. • 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. • Confidential stress counselling is available to all members of staff. • Staff to be reminded of the confidential counselling help line. • Policy to prevent bullying in the workplace is to be enforced by all supervisors. 	4	2	8

Using electrical equipment	<ul style="list-style-type: none"> ● Electrocution ● Fatal injuries ● Serious injuries ● Burns ● Smoke inhalation. ● Panic induced injuries ● Damage to property 	5	3	15	<ul style="list-style-type: none"> ● Stress awareness training given to all supervisors. ● Regular one to one meetings conducted and individual performance reviewed. ● Electrical equipment to be PAT tested. ● Visual check of all electric equipment to be carried out before it is used. ● Good housekeeping to be carried out to reduce the risk of fire. ● Equipment to be secured when not in use. ● Fire detection system checked weekly. ● Monthly safety checks are to be implemented by staff and a record kept. ● Evacuation plans to be displayed in prominent locations. ● Practice evacuations regularly carried out. ● All staff to be practised in carrying out emergency evacuations. ● Staff are to be encouraged to report defective, discoloured or damaged equipment which must be removed from service. ● No unauthorised appliances allowed i.e. kettle or microwave. ● The use of stacked multi adapters and coiled power cables is not allowed. 	5	2	10
Access by members of the public	<ul style="list-style-type: none"> ● Large volume of visitors who are unfamiliar with the building layout. ● Persons with special requirements. ● Disruptive persons. ● Obstructions. ● Persons with health problems. 	4	4	16	<ul style="list-style-type: none"> ● Duty managers are to brief all staff beforehand to check they are familiar with their role and duties. ● Staff to be at their designated location before access is given to the audience. ● The safe access and egress for visitors to be assessed before access is allowed. ● Access and egress to be controlled by staff. ● The mood and demeanour of the audience is to be constantly monitored, and reported to the duty manager. 	4	3	12

<p>Visiting theatre companies and hirers</p>	<ul style="list-style-type: none"> ● Unfamiliar with the building and facilities. ● No risk assessment. ● Improper use of facilities. ● Dangerous practices. 	4	4	16	<ul style="list-style-type: none"> ● Hirers are to be informed of the evacuation procedures during get in. ● Disruptive persons will be excluded and security of police called if required. ● In the interests of safe evacuations, only four wheelchairs are to be allowed on the premises during public performances. ● Evacuation plans to be prominently displayed in prominent locations. ● Evacuation practice to be carried out at least four times a year. ● Safe systems of working to be displayed and enforced. ● Duty manager to be present and actively manage all events with a public audience. ● Licensing Application directives to be followed. ● Safe lighting levels to be maintained during and after performances. ● Emergency exits to be appropriately lit and emergency evacuation signage displayed. ● Practice evacuations and emergency responses' to be practised by staff. ● A person trained in first aid is to be present at every public performance. ● A first aid kit is to be available. ● A body fluid spills kit and cleaning equipment to be made readily available to staff. ● The foyer area to be monitored during performances. <ul style="list-style-type: none"> ● The visiting event manager is to be briefed on the safe systems and procedures to be followed. ● A copy of the House Rules to be sent to the visiting manager and/or the relevant person. ● A Cockpit technician to work with visiting technicians. ● Known risks such as the use of pyrotechnics, firearms or children being 	4	2	8
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					<p>present must be notified with two weeks' notice and agreed with The Cockpit.</p> <ul style="list-style-type: none"> • Visiting performers and support staff to be briefed on the evacuation process. • A duty manager to be present to manage the event. • Licensing directives to be followed i.e. no more than 250 persons present, no more 4 wheel chairs persons and fire exits to be kept clear at all times. • No unacceptable risks will be permitted. 			
Alcohol being sold /distributed on the Premises	<ul style="list-style-type: none"> • Inebriated persons • Violence • Broken glass • Alcohol fuelled aggression • Breach of Licensing Laws. 	4	3	12	<ul style="list-style-type: none"> • Duty manager to be present and manage the event. • Licensing Application directives must be followed • Bar staff will refuse to serve any person who appears inebriated or under 18 years of age. • A person who appears under 21 years of age is to be asked for identification before alcohol is sold to them. • Access to the bar area is restricted to staff only. • Aggressive or disruptive persons to be excluded from the Premises. • Times that alcohol is served to be restricted as per the Theatre Managers directives. • Licensing directives to be followed i.e. no more than 250 persons present, no more than 4 wheel chairs persons present. 	4	2	8
Use of smoke generating machines	<ul style="list-style-type: none"> • Vision impairment • Hazards obscured 	3	4	12	<ul style="list-style-type: none"> • The use of smoke generating machines is to be constantly monitored. • Excess smoke is not to obscure the emergency exits. 	5	2	10

Lone Working	<ul style="list-style-type: none"> Becoming ill and medical assistance not forthcoming. Criminal activity. 	5	3	15	<ul style="list-style-type: none"> Keyholder on premises at all times in addition to any lone workers. Keyholder to be informed in advance of any abnormal working times. Two way communication provided in all work areas. 	5	2	10
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Assessors							
Name of Assessor	Deb Jones	Role	Technical Production Manager	Signature	DJones	Date	11.9.24
Name of Assessor	Dave Wybrow	Role	Theatre Manager	Signature	DWybrow	Date	11.9.24

<u>Appendix A</u>			
Display Screen Equipment	Health and Safety (Display Screen Equipment) Regs.		
<u>General Causes</u>			
Poor seating adjustments. Keyboard not comfortable.	Display screen is too high. Small work area.	Display screen out of focus. Lack of breaks away from the workstation.	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.

Poor Lighting.

Trailing cables.

Miscellaneous rubbish.

Rugs/mats.

Slippery surfaces.

Change from wet to dry floor surfaces.

Changes in the floor level.

Unsuitable footwear.

Smoke/steam obscuring view.

Good Practice

Clean spills immediately.

Avoid exposed cables, use cable covers, or cordless tools.

Keep areas clear, remove rubbish.

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 25 metres 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.

Reduce the weight of objects being handled.

Unrestrictive and suitable PPE.

Remove obstructions to free movement.

Provide suitable flooring.

Provide appropriate handling aids.

Training.

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 the 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.

Trained and competent staff.

Equipment for work at height is appropriately inspected.

Risks from falling objects are properly controlled.

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

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.

Personal electrical equipment not to be taken into the workplace.

Liquids to be kept away from electrical equipment.

Portable Appliance Test to be carried out annually.

Damaged equipment to be replaced.

Repairs to be carried out by a qualified person.

Use of Chemicals

Control of Substances Hazardous to Health Regulations 2002

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.

No unauthorised electrical equipment to be used.

Fire Risk Assessment to be reviewed annually.

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

Vents on computers to be kept clear.

Licensing Act 2003

Good Practice

Restrict numbers of persons at performances to a maximum of 250.

Remove any inebriated persons.

Alcohol not to be sold or given to underage persons.

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

Duty manager to continuously assess the situation.

Remove any disruptive or aggressive persons from the premises.

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	High risk 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	Medium risk and will require an appropriate level of resources.
1 to 5	Low risk but actions should still be taken to try to reduce these risks further, if possible, within reasonable limits.

