



DURHAM STUDENT THEATRE

# RISK ASSESMENT

# Introduction

This Risk Assessment covers activities undertaken by Durham Student Theatre (DST) and its members in the academic year 2013/14. Durham Student Theatre members put on performances in locations around Durham. In the Assembly Rooms Theatre all shows are required to provide individual Risk Assessments to DST and Estates and Buildings. Other venues are assessed at the venues discretion, although assessment is now almost universal. This assessment is designed to assess the risk of the students as members of DST, the performers working on stage and in our venues, the employees of the external venues and the members of the public attending the festival.

Prior to the academic year all of the DST executive will be briefed in the Health & Safety procedures and will be asked to read this document and sign it to confirm this, they will also be trained in fire safety, building evacuation and first aid. It is the responsibility of the DST President and DST Technical Secretary to ensure that the assessment is adhered to throughout the duration of the year.

Any changes resulting in the escalation of either the severity or probability rating of the hazards identified should be reported to the DST Technical Secretary who will report it to the relevant Health & Safety representative immediately.

This assessment uses an assessment on factor of 5 for severity and 5 for likelihood, giving a risk factor out of 25.

# Responsibilities

| Statement of general policy  | Responsibility of: Name/Title                        | Action   |
|--|--|--|
| To prevent accidents and injury to the cast, crew and audience during rehearsals and performance | Show Technical Director                              | To inform all cast and crew of the fire regulations, and of risks in the Assembly Rooms Theatre. To ensure that all technical crew have undertaken a DST Tech Course and hold a valid DST Tech Card        |
| To provide adequate training to ensure technicians are competent                                 | DST Technical Secretary                              | To carry out a DST Tech Course at the start of each year, and more throughout the year when appropriate. This will include but not be limited to training on the use of ladders, flying and heavy lifting. |
| To implement emergency procedures in the case of a significant incident (such as fire)           | Show Stage Manager, Box Office Staff, DST Executive. | To understand the fire/emergency procedures of the Assembly Rooms and evacuate the building accordingly.   |
| To provide basic first aid cover during rehearsals and performances                              | First Aider  | To be available to provide first aid at a basic level if required, and to manage an injury or incident.  |

# General Risks

## Hazard Type: Fire

| What are the hazards? | Who might be harmed?              | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?   |
|-----------------------|-----------------------------------|----------|------------|-------------|--|--|
| Fire                  | Performers, Technicians, Audience | 5        | 1          | 5           | Flame proofing of material<br>Using water based paint only<br>Explaining the evacuation procedures to cast and crew<br>Keeping fire doors shut<br>Implementing evacuation procedures<br><br>All fire exits to be kept clear<br>Appropriate fire safety officers to be named for each production<br>Turning off equipment after use<br>Candles and incense only ever to be used in a controlled environment and to be extinguished when not in use. When they are lit they should not be left unattended. | Show Technical Director<br>Show Technical Director<br>Show Technical Director<br>Theatre Users, DST Executive<br>Box Office Staff, DST Executive, Show Technical Director<br>Show Technical Director, Technicians<br>Show Technical Director<br>Show Technical Director<br>Show Technical Director, Production Teams |

## Hazard Type: Physical

| What are the hazards? | Who might be harmed?              | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?                         |
|-----------------------|-----------------------------------|----------|------------|-------------|--|--|
| Trips - General       | All – trips on cables, steps etc. | 3        | 3          | 9           | General good housekeeping.<br>Cables taped down and run over doors where possible/applicable.<br>Trip hazards in dark areas marked with brightly coloured tape | Show Technical Director                |
| Fall from height      | Performers and technicians        | 5        | 1          | 5           | Use of hand rails, tread boards or a clearly visible line marking the edge of any raised staging<br>Keep a safe distance from the edge of a drop.              | Show Technical Director                |
| Slips                 | All                               | 2        | 3          | 6           | Any spillages to be cleared up immediately   | Show Technical Director, DST Executive |

## Hazard Type: Ladders

| What are the hazards?            | Who might be harmed?    | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?          |
|----------------------------------|-------------------------|----------|------------|-------------|--|-------------------------|
| Fall                             | Technicians             | 5        | 2          | 10          | Technicians must have been on a certificated training course to allow them to use ladders<br>A ladder must have someone footing it at all times<br>Three points of contact must be maintained<br>Ladders must be inspected before use for any visual defects<br>Ladders must be used from an appropriate location to minimise reaching<br>Ladders must only be used in suitable locations, in particular on flat, stable flooring<br>Where available/appropriate, ropes must be used to carry lanterns up to or down from lighting bars to minimise the amount of climbing up and down ladders.<br>Only one person to be on a ladder at any one time | Show Technical Director |
| Items dropped from height        | Technicians, Performers | 3        | 3          | 9           | Others must not walk under ladders<br>The technician using the ladder must empty loose items from his/her pockets  | Show Technical Director |
| Ladders falling while not in use | Technicians, Performers | 5        | 1          | 5           | Ladders should always be stored in the correct location at the back of the scene dock, and chained to the wall using the chains provided   | Show Technical Director |

## Hazard Type: Heavy Lifting

| What are the hazards?                | Who might be harmed? | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?          |
|--------------------------------------|----------------------|----------|------------|-------------|--|-------------------------|
| Back injury – temporary or permanent | Technicians          | 4        | 2          | 8           | Lifting using correct techniques – lifting from the legs rather than the back.<br>Personal assessment of the object – weight, shape, weight distribution, an individual should never lift more than they are comfortable with<br>Using enough people to lift each object<br>Using mechanical lifting aids where appropriate<br><br>Very little heavy equipment is required and therefore heavy lifting should be minimal | Show Technical Director |

## Hazard Type: Set/Scenery

| What are the hazards? | Who might be harmed?    | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?                          |
|-----------------------|-------------------------|----------|------------|-------------|--|---|
| Falling scenery       | Performers, Technicians | 3        | 3          | 9           | Scenery must be constructed to be stable<br>Flats should be supported using suitable frames and enough stage weights to ensure that they are stable. | Technical Director and/or Stage Manager |

## Hazard Type: Electrical

| What are the hazards? | Who might be harmed? | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?   |
|-----------------------|----------------------|----------|------------|-------------|--|--|
| Electric shock        | Technicians          | 4        | 2          | 8           | All electrical equipment to be used should have been PAT tested within the last 12 months.<br>Electrical equipment should be visually inspected before use | DST Technical Secretary and Show Technical Director<br>Show Technical Director |

## Hazard Type: Noise

| What are the hazards?               | Who might be harmed?              | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?          |
|-------------------------------------|-----------------------------------|----------|------------|-------------|--|-------------------------|
| Temporary or permanent hearing loss | Performers, Technicians, Audience | 2        | 1          | 2           | Audio volume must be kept at a suitable level<br>Ear protection to be used where appropriate | Show Technical Director |

# The Assembly Rooms

*First Aid Kits:* These are located in the Workshop, Scene Dock and Box Office

*Accident/Near Miss Books:* These are located above the DSMs desk

## Hazard Type: Fire

| What are the hazards? | Who might be harmed?              | Severity | Likelihood | Risk Factor | Preventative Measures   | Action by who?  |
|-----------------------|-----------------------------------|----------|------------|-------------|---|---|
| Fire                  | Performers, Technicians, Audience | 5        | 2          | 10          | All fire prevention measures as seen in the general risks section<br>Maintenance of fire extinguishers and alarms through reporting faults to Estates and Buildings<br>Evacuation to take place in accordance with existing procedures<br>Drop fly bars as instructed in Fire Procedure | Show Technical Director<br>DST Technical Secretary<br><br>Show Technical Director<br>Show Stage Manager |

## Hazard Type: Flying

| What are the hazards?                 | Who might be harmed?    | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?   |
|---------------------------------------|-------------------------|----------|------------|-------------|--|--|
| Falling equipment                     | Performers, Technicians | 5        | 1          | 5           | Equipment hung on fly bars must not exceed the safe working load (100kg).<br>Equipment must be hung using two points of contact each suitable for supporting the entire weight of the equipment.   | Show Technical Director  |
| Trip hazard in fly tower              | Technicians             | 3        | 3          | 9           | Fly tower must be adequately lit using low level lighting<br>Ropes must be neatly coiled   | DST Technical Secretary<br>Show Technical Director                 |
| Injuries due to lowering bars/scenery | Technicians/Performers  | 4        | 3          | 12          | A loud shout of "Heads on stage, fly bar ____ coming in" must be given before lowering (outside of performance and rehearsals).<br>Fly Op must have a clear view of what he/she is lowering into the stage area. Stage crew to ensure that the affected stage area is clear while scenery is coming in.<br>There must be a suitable number of fly ops for the object being flown.<br>Objects must be able to be flown comfortably. | Fly Technician<br><br>Stage Manager<br><br>Show Technical Director |

## Hazard Type: Ladders

| What are the hazards? | Who might be harmed? | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?                                      |
|-----------------------|----------------------|----------|------------|-------------|--|---|
| Fall                  | Technicians          | 5        | 2          | 10          | Technicians must have been on a DST Technical Course to allow them to use ladders in The Assembly Rooms<br>Normal Ladder rules apply as covered in General Risks section | DST Technical Secretary and Show Technical Director |

## Hazard Type: Set/Scenery

| What are the hazards?      | Who might be harmed? | Severity | Likelihood | Risk Factor | Preventative Measures   | Action by who?     |
|----------------------------|----------------------|----------|------------|-------------|---|--------------------|
| Injury during construction | Technicians          | 5        | 2          | 10          | Only those competent and confident in using tools should use them<br>Tools should be put away when not in use<br>Suitable tools should be used for each job | Technical Director |

## Hazard Type: Electrical

| What are the hazards? | Who might be harmed? | Severity | Likelihood | Risk Factor | Preventative Measures   | Action by who?                                      |
|-----------------------|----------------------|----------|------------|-------------|---|---|
| Electric shock        | Technicians          | 4        | 2          | 8           | Estates and Buildings regulations on three-phase power to be followed at all times, including not running cables between lighting bars and not repatching the dimmers | Show Technical Director and DST Technical Secretary |

## Hazard Type: Audience Movement

| What are the hazards? | Who might be harmed? | Severity | Likelihood | Risk Factor | Preventative Measures  | Action by who?                     |
|-----------------------|----------------------|----------|------------|-------------|--|------------------------------------|
| Trips                 | Public               | 3        | 1          | 3           | Audience to be monitored by Box Office Staff and DST Executive, to ensure they move around the building safely.<br>All DST Executive are to be trained to respond to the result of trips such as sprains                                   | Box Office Staff and DST Executive |
| Medical Emergency     | Public               | 5        | 1          | 5           | Medical emergencies of the audience may occur while they are in the Assembly Rooms, such as seizures or attacks. All DST Executive are to be trained to respond to these occasions. The emergency services should be contacted if required | DST Executive                      |
| Panic                 | Public               | 4        | 1          | 4           | In case of emergencies audience members may panic. Correct labelling of all exits should be visible at all times, and the Box Office Staff and DST Executive must respond to these events quickly and calmly.                              | Box Office Staff and DST Executive |

# Declarations

## Writer of this Document

As the writer of this document I confirm that I have correctly assessed the risks of this event to the best of my ability and knowledge. If any changes to the severity and risk of these hazards I will ensure this document is updated and that any relevant Health & Safety representative is informed immediately. I will also ensure that all those involved with the event will be informed of the risks and the safety procedures put in place to minimise risk and prevent injury.

| Title                 | Name            | Signature |
|-----------------------|-----------------|-----------|
| DST President         | Daniel Gosselin |           |
| DST Technical Manager | Jonny Browning  |           |

## Durham Student Theatre Committee and Sabbatical Officers

I confirm that I have read and understood this document and that I will also ensure that all those involved with the event will be informed of the risks and the safety procedures put in place to minimise risk and prevent injury.

| Title                            | Name            | Signature |
|----------------------------------|-----------------|-----------|
| Theatre Development Co-ordinator | Emma Grisdale   |           |
| Theatre Manager                  | Kacey Courtney  |           |
| Treasurer                        | Leo Mylonadis   |           |
| Secretary                        | Matilda Hunter  |           |
| Assistant Treasurer              | Anna Jeary      |           |
| Festivals Secretary              | Izzie Price     |           |
| PR Officer                       | Penny Babakhani |           |
| Social and Workshop Secretary    | Olivia Race     |           |
| First Night Editor               | Hugh Train      |           |
| Internal Hires Co-ordinator      | Danielle Oliver |           |