

# Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUSU THEATRE GROUP</b>  <b>THE MARRIAGE OF FIGARO 27/11/24-30/11/24</b>  <b>THE ANNEX THEATRE</b>	<b>Date</b>	<b>18/09/24</b>
<b>Group name</b>	<b>Theatre Group</b>	<b>Assessor</b>	<b>Cicely Donnett</b>
<b>Supervisor</b>	<b>Kat Fevyer (President)</b>	<b>Signed off</b>	<b>SUSU Activities Team</b>

## PART A

(1) Risk identification			(2) Risk assessment				(3) Risk management			
Hazard	Potential Consequences	Who might be harmed	Inherent			Residual			Further controls (use the risk hierarchy)	
		(user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	

Meetings & Socials

Slips, trips and falls	Physical injury	Cast, production team, audience	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>• Any cables to be organised as best as possible - Cable ties/to be used if necessary</li> <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> <li>• Stage soc to brief the cast and production team on healthy and safety at the start of show week</li> <li>• Any tricky physical movement by the actors to be run past stage soc</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> <li>• Stage soc to complete separate risk assessment</li> </ul>
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						and rehearsed/practiced a lot				
Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Cast, production team, audience	2	3	6	<ul style="list-style-type: none"> <li>• Make actors and producers aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least 2 people carry tables.</li> <li>• Setting up tables will be done by actors and producers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> <li>• Stage soc to brief the cast and production team on healthy and safety at the start of show week</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff/stage soc if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> <li>• Stage soc to complete separate risk assessment</li> </ul>

<p>Inadequate rehearsal and performance space- overcrowding , not inclusive to all members</p>	<p>Physical injury, distress, exclusion</p>	<p>Cast, production team, audience</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Prod team check on room pre-booking, checks on space, lighting, access, tech available</li> <li>• Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>• Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Seek medical attention if problem arises</li> <li>• Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>• Postpone meetings where space cannot be found</li> <li>• Look at remote meeting options for members</li> <li>• Committee WIDE training</li> <li>• All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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<p>Activities involving electrical equipment e.g. laptops/ computers</p>	<p>Risk of eye strain, injury, electric shock</p>	<p>Cast, production team</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• Ensure regular breaks (ideally every 20mins) when using screens</li> <li>• Ensure screen is set up to avoid glare, is at eye height where possible</li> <li>• Ensure no liquids are placed near electrical equipment</li> <li>• Ensure all leads are secured with cable ties/mats etc</li> <li>• Stage soc to brief the cast and production team on healthy and safety at the start of show week</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Request support and advice from SUSU IT/Tech teams e.g. via activities team</li> <li>• For external venues pre-check equipment and last PAT testing dates</li> <li>• Seek medical attention as required</li> <li>• Stage soc to complete separate risk assessment</li> </ul>
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Actors, prod team members, audience	2	2	4	<ul style="list-style-type: none"> <li>• Keeping props and costumes organised back stage</li> <li>• Reducing or removing elements of things been thrown in the show</li> <li>• Front row of audience to be blocked off in case of items needing to be thrown in the show</li> <li>• Stage soc to brief the cast and production team on healthy and safety at the start of show week</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• All incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Medical emergency	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Cast, production team	3	5	15	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>		5	15	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>

Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Actors, prod team, audience	2	10	5	<ul style="list-style-type: none"> <li>• Front of house manager to be assigned, in charge of evacuating the audience in an emergency</li> <li>• Stage manager to be assigned, in charge of evacuating the actors and prod team in an emergency</li> <li>• Stage soc to brief the cast and production team on healthy and safety at the start of show week</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Call emergency services and University Security (on campus) or venue staff (external venue)</li> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311</li> <li>• (Ext:3311)</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Stage combat	Bruising from stage combat	Cast	2	2	4	<ul style="list-style-type: none"> <li>• The combat is very minimal - slight pushing only</li> <li>• All stage combat is rehearsed and follows stage combat guidelines</li> <li>• Ensure that the combat is practised in a safe environment beforehand</li> <li>• The cast must stop the show if they are injured at all, to get first aid if necessary</li> </ul>	1	2	2	
Performing in low light	Injury from scrapes and collisions	Cast and production team	3	2	6	<ul style="list-style-type: none"> <li>• Ensure that everyone is aware when stage lights are about to go off</li> <li>• Ensure that everyone is aware of the risks in the room, so that they know about them in the dark</li> <li>• Ensure the room is only dark when necessary, only during black outs between scenes</li> </ul>	2	2	4	Ensure everyone is aware of the risks of moving in the dark and that they are cautious



**Fundraising Events & Cash Handling** - *For own society or Charity*

<p>Handling &amp; Storing Money- Own Society fundraising</p>	<p>Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss</p>	<p>Prod members</p>	<p>3</p>	<p>4</p>	<p>1 2</p>	<ul style="list-style-type: none"> <li>• Cash to be deposited asap after each show into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open.</li> <li>• Money to be kept in lockable box</li> <li>• Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)</li> <li>• Where possible offer option to pre-buy tickets to avoid cash purchases E.g. contactless payment machines</li> <li>• Money to not be left unattended</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report incident to SUSU duty manager and <a href="https://www.susu.org/groups/admin/howto/protectionaccident">c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report</a></li> </ul>
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						<ul style="list-style-type: none"> <li>Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.</li> </ul>				
Disturbance to public, students and staff	Conflict, noise, crowds	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> <li>Audience to remain inside the Annex or building 2 before the show and during the interval</li> <li>Cast and prod team to remain inside the Annex during the shoe</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Inform UoS/SUSU communications team of the event- can brief others via SUSSEED</li> </ul>

**PART B - Action Plan**

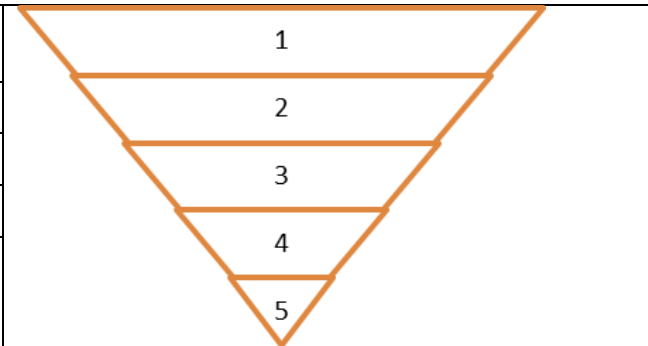
## Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	30/10/24		

2	Stage soc to complete their own risk assessment, committee to ensure it is completed	Cicely Donnett	30/10/24		
Responsible committee member signature:			Responsible committee member signature:		
Print name: <b>Cicely Donnett (Vice President)</b>			Date: <b>18/09/24</b>	Print name: <b>Emily Norman (Treasurer)</b>	Date: <b>18/09/24</b>

### Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual



LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
IMPACT						

Impact	Health & Safety
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1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher