|  |  |  |  |
| --- | --- | --- | --- |
| **RA reference** | *Enter your RA ref* | **Activity description** | **Use and management of stages** |
| **Assessment date** | *Enter date* | **Assessor name** | *Headteacher/delegated lead* |
| **Assessment team members** | *List contributors to RA* | **Planned review date** | *Enter date* (reviewed to reflect any changes in national guidance) |
| **Location** | *Name of school* | **Number of people exposed** | *Enter no. exposed* |
| **Overall residual risk level following implementation of effective control measures** |  | **People exposed** | All employees Pupils Visitors  Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers |
| Link to [Risk Matrix](#_RISK_MATRIX) | | | |
| **Assessment last updated** | *Enter date* | **Is this an acceptable risk?** | **Yes/ ~~No~~** |
| **Training:** All staff will receive training and information proportionate and relevant to the activity that is being undertaken.  **Monitor and review:** This risk assessment and its implementation will be monitored regularly and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.  **Communication and consultation:** Regular updates will be provided to all staff thorough team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website. | | | |
|  | | | |

| **Hazard description**  **and how people are at risk** | **Potential risk** | **Current control measures (those that are in place)** | **Additional control measures (to be identified and implemented)** | **Residual risk** | **Action details by whom and by when** |
| --- | --- | --- | --- | --- | --- |
| Serious injury, burns and/or asphyxiation due to incorrect use of smoke and vapour machines (dry ice)  [Smoke and vapour effects used in entertainment (hse.gov.uk)](https://www.hse.gov.uk/pubns/etis3.pdf) |  | * Only staff or pupils who have been instructed in the use of smoke machines are permitted to operate them. * Manufacturer’s instructions followed for all smoke/dry ice machines and they will only be used in well ventilated areas. * COSHH data sheet available for CO2 Solid (dry ice). * PPE[[1]](#footnote-1) will be provided as per requirements of safety data sheet. * Signage will be displayed at all points of entry to indicate that smoke/dry ice will be used during the performance. | * Ensure that all persons in close proximity to machines are not asthmatic, or confirm they have their inhalers with them. |  |  |
| Slips, trips, and falls on same level, or uneven floors, poor lighting, broken floor surfaces, and obstructions |  | * Public access should be restricted in all hazardous areas such as the stage and backstage areas. * Hazard tape and warning signs identify uneven surfaces, low structures, unexpected steps etc. * Lighting will be adequate, torches/headlamps available if needed. * Where low level light fittings are required they are clearly visible and all affected are made aware of the locations. * There is a defect reporting process in place for reporting damaged floors etc. * The use of flat full shoe slip resistant footwear is encouraged. * Props or equipment will not be stored in walkways, passages or on stairs. * Cables and leads will not cross over walkways if possible. * If not possible, cables and leads will be secured and covered with identifiable tapes or rubber matting. * There will be at least one first aid qualified person on site at all times. * Appropriately stocked first aid box is available for performances. |  |  |  |
| Sprains and strains due to poor manual handling techniques and incorrect use of lifting equipment |  | * There is a separate risk assessment for manual handling. * Appropriate training has been provided and staff are reminded to adopt good handling techniques. * Sets are not left unstable during construction and removal. * [[2]](#footnote-2)All lifting equipment to be inspected prior to use and has been tested within the HSE-required intervals. * Safe working loads must not be exceeded. * Areas in which loads are to be moved are to be cleared of non-essential personnel. |  |  |  |
| Risk of photo-sensitive epilepsy, seizures, disturbed vision or falling due to use of strobe lighting |  | * Only competent persons are allowed to set up and operate strobe lighting. * Signage will be displayed at all points of entry to indicate that strobe lighting will be used during the performance. * Strobe lighting will be used in short bursts only and the intensity will be kept as low as possible. * Strobe lighting will not be used on stairs or in corridors. |  |  |  |
| Fire |  | * Separate fire risk assessment in place. * All staff and contractors to familiarise themselves with fire emergency plan, fire exits and escape routes. * Fire extinguishers to be placed either side of the stage. * All rubbish to be disposed of immediately in appropriate containers. |  |  |  |
| Injury due to working at height (risk of falling from height or tools and equipment dropped from height |  | * A separate working at height risk assessment will be completed before any working at height is permitted, to ensure appropriate [[3]](#footnote-3)PPE is available. * Working at height is not encouraged, but when necessary ladders and access towers must be fitted with toe boards and operated by competent personnel in accordance with manufacturer’s instructions. * Only tools directly required for the work in hand to be carried to heights. * All tools to be secured by lanyard if safe and practical. * Signage is displayed to ensure the area below the access tower is kept clear when personnel are working at height. | * Risk assessment to include potential hazards of overhead obstacles and the use of appropriate headgear if applicable. |  |  |
| Electric shock, burns due to incorrect use or use of defective electrical equipment |  | * Specialist equipment only to be used by experienced and qualified personnel and in accordance with manufacturer’s instructions. * Visual checks are made on all electrical equipment prior to use, and defective equipment is labelled or taken out of use immediately. * All portable equipment subject to regular Portable Electrical Testing. * Fixed stage lighting included in 5 year fixed electrical testing programme next test date…… * RCD circuit breakers are in use and checked, and power points are not overloaded. |  |  |  |
| Injury due to poor housekeeping – cuts and bruises etc. |  | * Work areas are kept tidy at all times. * Bins are provided for the removal of rubbish. * Broken glass is cleaned up immediately and disposed of in suitable containers. * Protective gloves area available if required. * Tools and equipment should be stored in suitable containers when not in use. * All tools should be used as directed by manufacturer’s instructions. |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To be completed by the individual undertaking the risk assessment:** | | | | | |
| **Name:** | |  | **Job title:** | |  |
|  | | | | | |
| **Signature** | |  | **Date:** | |  |
|  | | | | | |
| **To be completed by the headteacher:** | | | | | |
| I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities. | | | | | |
| **Name:** |  | | **Job title:** |  | |
|  |  | |  |  | |
| **Signature:** |  | | **Date:** |  | |

**Useful links and guidance:**

[Theatre (hse.gov.uk)](https://www.hse.gov.uk/entertainment/theatre-tv/theatre.htm)

[SIGN 18 CDM and Contractors in Schools](https://schools.cumbria.gov.uk/_layouts/15/WopiFrame.aspx?sourcedoc=/Reference%20Library/Health%20and%20Safety/Safety%20Information%20Guidance%20Notes%20(SIGNS)/SIGN%2018%20CDM%20and%20contractors%20in%20schools%20.pdf&action=default)

[SIGN 15 Electrical Safety](https://schools.cumbria.gov.uk/_layouts/15/WopiFrame.aspx?sourcedoc=/Reference%20Library/Health%20and%20Safety/Safety%20Information%20Guidance%20Notes%20(SIGNS)/SIGN%2015%20Electrical%20safety.pdf&action=default)

[SIGN 16 Working at Height](https://schools.cumbria.gov.uk/_layouts/15/WopiFrame.aspx?sourcedoc=/Reference%20Library/Health%20and%20Safety/Safety%20Information%20Guidance%20Notes%20(SIGNS)/SIGN%2016%20Working%20at%20Height.pdf&action=default)

**Likelihood:**

1. **Very unlikely, e.g., 1 in 1,000,000 chance of it happening**
2. **Unlikely, e.g., 1 in 100,000 chance of it happening**
3. **Possible, e.g., likely to occur during standard operations**
4. **Likely, e.g. has been known to happen before**
5. **Very likely, e.g., it is almost certain that something will happen**

**Severity:**

1. **Insignificant No injury**
2. **Minor Minor injuries requiring first aid**
3. **Moderate First aid/RIDDOR reportable incident**
4. **Major Serious injury/hospital attendance**

**Most severe Disabling injury, long term ill-health or fatality**

**15-25 Unacceptable**.

Stop activity **and make immediate improvements**

**6-12 Tolerable**

Look to improve within a specified timescale

**1-5 Acceptable**

No further action, but ensure controls are maintained

# RISK MATRIX

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | | |
| **Likelihood** |  | **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Most severe** |
| **5**  **Very likely** | 5 Low Risk | 10 Medium Risk | 15 High Risk | 20 High Risk | 25 High Risk |
| **4**  **Likely** | 4 Low Risk | 8 Medium Risk | 12 Medium Risk | 16 High Risk | 20 High Risk |
| **3**  **Possible** | 3 Low Risk | 6 Medium Risk | 9 Medium Risk | 12 Medium Risk | 15 High Risk |
| **2**  **Unlikely** | 2 Low Risk | 4 Low Risk | 6 Medium Risk | 8 Medium Risk | 10 Medium Risk |
| **1**  **Very unlikely** | 1 Low Risk | 2 Low Risk | 3 Low Risk | 4 Low Risk | 5 Low Risk |

1. Goggles EN166 Protective Gloves EN511 aprons and other protective clothing [↑](#footnote-ref-1)
2. All staff and contractors involved in lifting operations must be familiar with the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) [↑](#footnote-ref-2)
3. Safety Harness should be worn if there is a risk of falling [↑](#footnote-ref-3)