

Beckenham Theatre Centre

Risk Assessment Form

| This is the statement of general policy and arrangements for: | | <u>Beckenham Theatre Centre</u> | |
|--|----------------------------------|---|--|
| The Trustees | | have overall and final responsibility for health and safety | |
| The Trustees | | have day-to-day responsibility for ensuring this policy is put into practice | |
| Statement of general policy | Responsibility of: Name/Title | Action/Arrangements (What are you going to do?) | |
| Prevent accidents and ill health by managing the health and safety risks in the building | The Trustees | Identify and control all risks | |
| Provide clear instructions and information, and adequate training, to ensure all people working on theatre premises are safe | The Trustees | Identify and control all risks | |
| Engage and consult with users on day-to-day health and safety conditions | The Trustees | Identify and control all risks | |
| Implement emergency procedures – evacuation in case of fire or other significant incident. | The Trustees | Identify and control all risks | |
| Maintain safe and healthy conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances | The Trustees | Identify and control all risks | |
| Signed: for Trustees | | Date: | |

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| Health and safety law poster is displayed at (location) | Kitchen |
| First-aid box is located: | Kitchen |
| Accident book is located: | Kitchen |

Hazard Identification Reference

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|---------------------|-----------------------|---------------------------------|------------------|--------------|---------------------|----------------|--------------------------|---------------|-----------------------|----------|---------------|------------|
| (a) Confined Spaces | (b) Falls from Height | (c) Striking by mobile platform | (d) Trip or Slip | (e) Collapse | (f) Manual Handling | (g) Electrical | (h) Hazardous Substances | (i) Radiation | (j) Noise & Vibration | (k) Fire | (l) Explosion | (m) Others |
|---------------------|-----------------------|---------------------------------|------------------|--------------|---------------------|----------------|--------------------------|---------------|-----------------------|----------|---------------|------------|

Severity (S)

Likelihood (L)

Risk Factor (R)

S x L= R

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|---|---|-----------------------------------|-----------|
| 1 Negligible - all in a day's work | 1 Improbable | <4 Risk may need to be controlled | LOW |
| 2 Minor - minor injury with short term effect | 2 Remote - unlikely | 4-6 Risk must be controlled | MEDIUM |
| 3 Severe - major injury/disability (reportable) | 3 Possible - may or could well occur | 7-9 Hazard must be controlled | HIGH |
| 4 Extreme - fatal | 4 Probable - expected to occur, several times | >9 Hazard must be avoided | VERY HIGH |

| Hazard Ref. | Hazard Description | People at risk | Initial Assessment | | | Control Measures | Residual Risk | | | Action/Comments | Done | |
|-------------|--|--|--------------------|---|---|---|---------------|---|---|--|------|-----------|
| | | | S | L | R | | S | L | R | | By | completed |
| (d) | EXTERNAL Slips, trips and falls E.g. uneven surface of car park, gardens | All – users of the theatre and car park may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects | 3 | 3 | 9 | surfaces maintained to be as even as possible. Good lighting in car park and gardens | 2 | 2 | 4 | Car park surface to be inspected regularly and repaired as necessary. Check that hall cleaner knows which product to use on which type of floor Parking space for visitors with disabilities available next to theatre entrance Weekly checks of all surfaces | | |
| (d) | INTERNAL Slips, trips and falls E.g. uneven and loose floor coverings, cleaning floors etc | All – users of the may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects | 2 | 3 | 5 | Good lighting in all rooms and corridors in theatre. Users know to clear up spillages immediately and know where equipment for this is kept. Mats at entrances to stop rain water being carried in. No storage in corridors. No trailing electrical leads/cables. | 2 | 1 | 3 | Check that hall cleaner knows which product to use on which type of floor Weekly checks of floor coverings and repair as necessary | | |

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| (b) | Work at height E.g. changing light bulbs, cleaning windows, putting up decorations etc | Crew, Cleaners, Trustees – anyone working at height could suffer injuries, possibly very serious ones, should they fall. | 3 | 3 | 9 | Appropriate, commercial stepladder securely stored and available for use. Theatre users know that they are responsible for using the stepladder safely. Theatre trustees and cleaner know how to use the stepladder safely | 2 | 2 | 4 | Print copies of HSE guidance on safe use of stepladders and make available to those who may use stepladder. Put in place system for checking condition of stepladder. Consider implications for work at height of any future alterations to the theatre. | | |
| (f, g, m) | Stage construction | Crew, trustees, members Injuries / risk from Tools / power tools, chemicals, falls, trips, manual handling, collapse, fire, lone working | 3 | 3 | 9 | No lone working involving heights and power tools Theatre NOT to supply power tools to crew Crews own tools to be their responsibility and not to be loaned to anyone else unless it is established they know how to use them Crew to plan heavy lifting so there are sufficient people available Crew to ensure there are at least 2 separate escape routes left clear at all times from auditorium / stage and other parts of the building. | 2 | 2 | 4 | Formal instructions to be issued to directors and set constructors | | |

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| (a) & (d) | Auditorium E.g trips and falls | All | 2 | 2 | 4 | Good lighting available in auditorium to ensure uneven floor surfaces are visible Emergency exits clearly marked and emergency lighting tested at regular intervals | 1 | 1 | 2 | Notices put in place to highlight low ceiling affecting users who sit in the back two rows of auditorium. | | |
| (m) | Vehicle movement | All - pedestrians could suffer serious injury if struck by cars entering or leaving car park or moving in it. | 3 | 2 | 6 | Entrance/exit to car park clearly marked. Car park well lit. Skip/recycling collection takes place at times when the theatre is not in use. | 2 | 2 | 4 | No further action. | | |
| (h) | Hazardous substances | Crew, Cleaners, Trustees – risk skin problems, e.g. dermatitis and eye damage, from direct contact with cleaning chemicals and paint. Vapour may cause breathing problems. | 3 | 3 | 9 | Mops, brushes and strong rubber gloves provided. Cleaner trained to use products safely, e.g. follow instructions on the label, dilute properly and never transfer to an unmarked container. Cleaning products stores securely. | 2 | 2 | 4 | Cleaner reminded to check for dry, red or itchy skin on hands and, if finding any, to go to the doctors for advise and tell the secretary to report to the trustees. Cleaning products marked 'irritant' replaced with milder alternatives. | | |

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| (g) | Electricity | All – users risk electric shocks or burns from faulty equipment or installation | 3 | 3 | 9 | Fixed installation correctly installed by qualified electrician, and inspected regularly. All repairs by qualified electrician. 5 yearly electrical test certificate to be maintained Portable equipment checked for visual signs of damage before use. PAT testing to be done on 2 yearly basis Theatre users know they are responsible for any equipment used on site. | 3 | 3 | 9 | Make sure theatre crew know where the fuse box is and how to switch off supply in emergency. Provide safety plugs for use in sockets. Remind users that portable equipment considered unsafe should be marked and taken out of use. Crew are aware how to connect lamps and change bulbs as appropriate | | |
| (c) | Stored equipment E.g, flats, props, furniture | All – users could be injured by collapsing stacks in public areas. | 1 | 1 | 2 | Users know that they must stack flats, props, tables and chairs carefully so that they do not collapse. | 1 | 1 | 2 | No further action. | | |
| (f) | Manual handling | Crew, cleaner, trustees – users may suffer back pain if they try to lift objects that are too heavy or awkward | 2 | 2 | 4 | Trolleys to be made available to move heavy equipment and users know where they are kept | 2 | 1 | 3 | Provision of trolleys to assist in moving heavy objects | | |
| (f, e, m) | Manual handling in fly loft | Crew, trustees, members on stage Risk of serious injury from falling / lowering objects | 3 | 4 | 12 | When lighting rigs and scenery and curtains are being raised and lowered, or when alterations are being made to the lighting, there should be no one on stage underneath. Risk of lights and accessories falling onto stage | 2 | 1 | 3 | Use temporary barriers to prevent access to stage under work Instruct crew accordingly Crew to be instructed on how fittings and connections are made and that safety chains are used as necessary | | |

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| (h) | Asbestos | All – very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers are most at risk | 1 | 1 | 2 | Only qualified maintenance workers to handle the removal of asbestos | 1 | 1 | 2 | No further action. | | |
| (k) | Fire | All | 3 | 3 | 9 | Fire risk assessment done. | 3 | 3 | 9 | Ensure the actions identified by the fire risk assessment are carried out | | |
| (m) | Food poisoning | All | 2 | 2 | 4 | Provision of food and drinks to public contaminated or out of date | 1 | 1 | 2 | Regularly check sell by dates on all consumables and manage stock appropriately Ensure storage areas – cupboard and fridge are kept clean Remove all old unwanted items | | |

Completed by Date Copies to

Reviewed by Review Date (s)