



the lovelace theatre group

POLICY 25th July 2016

Risk assessments

- The Stage Manager is responsible for ensuring that all activities relating to the Group's performances and rehearsals are assessed in order to identify and minimise potential sources of risk to group members, employees of the John Godber Centre, and the public. This is continuous process.
- The intention should always be to minimise the level of risk to group members through safe working practices.
- Safety is the responsibility of all members of the Lovelace Theatre Group, and safety related instructions should always be followed. In particular Directors are expected to encourage safe working practices within their shows.
- A standard document (entitled 'Lovelace Theatre Group general risk assessment') covers all normal activities covered by the group. This document should identify the risks, the impact of these risks, and what we are doing to mitigate them.
- The above document should be periodically reviewed (at least once a year) to ensure that it is up to date.
- A separate risk assessment should be conducted for each production, and a document produced (entitled 'Lovelace theatre group <month> <year> risk assessment') detailing any risks specifically identified for that show, and how they are being mitigated. If all risks identified for the production are covered by the standard risk assessment, then this document should still be produced stating that no specific risks have been identified. This acts as proof that a risk assessment has been carried out.

- Risk assessment documents should be shared with the John Godber Centre management before each show takes place.
- Risk assessment documents should be retained by the group as proof that the assessments have been carried out.