

Lovelace Theatre Group

General risk assessment - Version 1.5 13th December 2019

Risk number	Risk/Hazard	Impact	What are we doing?	What else could be done?	Action by whom?	Action by when?	Done
0001	Working at height	Group members may be injured by falls.	<p>Ensure that correct equipment is used – either stepladders or scaffolding tower.</p> <p>Ensure that the equipment is in good condition and is used in accordance with instructions.</p> <p>Perform activities at floor level where possible. In particular lights are taken down from their mountings to change the bulbs.</p>				
0002	Trip hazards from painting materials	Group members may be injured by trips	Ensure that paint tins, painting trays, buckets of water etc are kept off the floor where possible, and if not are grouped together and kept away from walkways.				
0003	Chemical risks from paint	Some kinds of paint and thinners contain potentially hazardous chemicals, which	Where possible non-toxic non-flammable water based paint could				

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		could cause skin reactions in group members and are flammable.	be used.				
0004	Risk of injury from falling scenery rollers and fly bars	Scenery rollers are heavy and are raised and lowered by hand. A falling roller or bars could cause serious injury to a group member standing underneath it.	Ensuring that no members are standing in the vicinity of the rollers when they are raised and lowered.	Before each performance where the rollers are raised/lowered ensure that all group members are warned of the risks and told not to walk underneath the roller. Place signs on the tie off points for the rollers warning people not to tamper with them.	Stage Manager John Godber centre.	Before each production 31/05/2014	Yes
0005	General risk of injury from tools used in scenery construction	Group members may be injured using hand and power tools	Members bring in their own tools. Stage manager to ensure that these are in good condition and not obviously dangerous.				
0006	Scenery is kept in the loft and must be brought down a steep flight of steps.	Group members may be injured by falls.	Stage manager verbally warns members of the steep steps whenever we move scenery up/down them. Stage Manager ensures that adequate people are involved in the scenery moves.	Place signs at the top and bottom of the stairs warning people to take care when bringing items up and down.	John Godber centre.	31/05/2014	

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0007	Risk of injury whilst erecting scenery.	Risk of working at height covered separately. Injury to group members if scenery topples over whilst being erected	Stage manager ensures that sufficient people are available to support scenery whilst it's being erected.				
0008	Risk of injury during scene changes	Group members may be injured by trips or collisions with scenery.	Ensuring that scene changes are adequately rehearsed so that all cast and crew are aware of what is happening.	Ensure that adequate lighting is provided back stage during scene changes.	Stage Manager	Before each production	
0009	Risk of injury when scaffolding tower is moved from the stage on to the hall floor and vice versa.	Group members may be injured if tower is not lifter correctly	Verbal warnings to use the correct method.	Provide warning signs on the scaffolding tower instructing how to lift it off the stage.	John Godber centre	31/05/2014	
0010	Risk of injury when scaffolding tower is moved short distances with people on top of it	Risk of falls to group members on the tower. Risk of injury to group members due to loose objects falling from tower. Risk of injury to group members on tower from collisions with lights	Ensure that all people on the tower are sitting on the platform when the tower is moved, aware that the tower is moving through verbal communications with the people pushing and looking about them to avoid obstructions overhead. Ensure that loose heavy items are not in danger of falling when the tower is moved.				
0011	Restricted headroom in costume store	Group members may bang their heads	Nothing at present	Place warning signs outside the store	Stage Manager	31/05/2014	

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0012	General clutter in prop/scenery/costume stores	Group members be injured by trips or falling scenery	Keeping aisle free of obstructions and clutter. Ensuring adequate lighting. Ensuring scenery is stacked correctly.	Place warning signs in stores asking for them to be kept tidy and free of obstructions.	Stage Manager	31/05/2014	
0013	Movement and visibility issues from certain costumes (e.g. pantomime horses, pantomime dames wearing high heels)	Group members may be injured in trips, falls and collisions	Nothing at present.	Specific risk assessments before each production to pick up on the risks from such costumes	Stage Manager/Wardrobe	Before each performance	
0014	Risk of falling lights	Group members, public or John Godber centre staff may be injured by falling lights	Ensuring that all lights are correctly secured and have safety chains/cables as a secondary means of support.		Stage Manager Lightning crew	At all times	
0015	Risk of electric shocks from light and sound equipment	Stage crew at risk from faulty electrical equipment.	All equipment current has an annual Portable Equipment Test arranged by the John Godber centre. Visible inspection of cables etc to ensure no obvious defects.	Ensure that all broken/faulty equipment is disposed of instead of being dumped in the lighting box.	Stage Manager	Annually	
0016	Risk of burns from lights	Lighting crew may be burned when adjusting lights.	Nothing at present	Ensure that adequate gloves are used when handling hot lights	Stage Manager Lighting crew	At all times	
0017	Risk of trips from cables	Tripping over cables may injure group members, John Godber centre staff or public.	Ensure that all cables are secured to the floor, where possible using multi-coloured hazard				

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			tape.				
0018	Risk slips from spilled drinks	Some plays involve cast members drinking on stage. Spillages pose a slip hazard to cast and crew.	Mopping up spillages where necessary. If this happens mid performance, this involves an assessment of whether to mop up immediately or deal with the spillage during a scene change.	Ensure cloths are available to mop up spills.	Stage manager	Before each performance using drinks on stage	
0019	Risk of trips and falls from clutter in the lighting box	Possible injury to group members	Ensure that all equipment is correctly stored and not left on the floor. If equipment is stored on the floor it should be placed tidily at the sides. Ensure that no more than 3 people are in the raised up section of the lighting box, and that nobody under 18 is allowed in this area.	Add a check of the lighting box to the standard pre/post show checklist	Stage Manager	Before each performance	
0020	Risk of falls when climbing up/down to the lighting box	Possible injury to group members	Ensure that lighting box is kept free from clutter to minimise risk when climbing the ladder.	As 0019	As 0019	As 0019	
0021	Risk of lone working in the lighting box	The lighting box area is remote and not monitored by other group members, and contains electrical equipment. It can also be extremely warm	Ensure that at least 2 crew are present in the box during shows.		Stage Manager Directors Lighting Crew		

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0022	Risk to other John Godber Centre users from Lovelace equipment left out between rehearsals/performances	Injury to members of the public or JGC staff	Ensure that all equipment and scenery is secured at the end of each performance/rehearsal, in accordance with instructions from the JGC management.	Produce a post-show checklist for each production to ensure this is done. Liaise with JGC to find out when we can and can't leave set and equipment out in the Hall.	Stage Manager	Before each performance	