

## EVENT RISK ASSESSMENT TEMPLATE

	<b>Tenancy Dates:</b> 5 <sup>th</sup> October 2007  <b>Build up/ Rehearsal :</b> 4 <sup>th</sup> October 2007 <b>Open:</b> 5 <sup>th</sup> October 2007 <b>Break down:</b> 5 <sup>th</sup> October 2007	<b>Venue:</b> Wyvern Theatre, Swindon
		<b>Halls in use:</b> Main Auditorium
		<b>Rooms in use:</b> Circle Bar Public Areas
<b>Risk assessment undertaken by:</b>	<b>Show Director:</b>	<b>Distribution:</b> <ul style="list-style-type: none"> <li>• <i>Corporate Marketing</i></li> <li>• <i>FM Manager</i></li> <li>• <i>Event Safety File</i></li> </ul>
<b>Signed:</b> <b>Date:</b>	<b>Signed:</b> <b>Date:</b>	

**Scope of Risk Assessment:**

This assessment covers build-up and rehearsal, live event and break down

**Visitor Profile:**

- Age range – **Adult**
- Alcohol consumption – **Moderate**
- Likelihood of some drug use - **No**
- % Children - **0%**
- % Disabled/new and expectant mothers - **TBA**
- Average attendance – **200 people**

**Show Profile:**

Visitor capacity at any one time:

200

Details of after show events:

Pre and post-event drinks served in the circle bar

Extent to which the show is likely to be vulnerable to terrorist attack or protest?

There is a low likelihood that the event will be targeted for protest or attack, in the event of evacuating the premises BCS will follow the Wyvern Theatre's house rules. In case of an emergency evacuation from the theatre auditorium or function room, staff will remain where they are and the Duty Manager will come in and inform when and how to leave.

Hazards	Consequences	Who is at Risk	P x S = R	Controls	PxS=R	Action Level
<p><b>Identify Hazards</b></p> <p>Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm</p>	<p><b>What could result from the hazard?</b></p> <p><b>First aid injury</b> – minor cuts sprains, bruises</p> <p><b>RIDDOR 3 day injury</b> – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p><b>Serious injury</b> – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is possible.</p> <p><b>Death or very serious injury to one person</b> - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.</p> <p><b>Death or very serious injury to more than one person</b></p>	<p><b>Who might be harmed?</b></p> <ul style="list-style-type: none"> <li>• Organiser's staff</li> <li>• Venue staff</li> <li>• Visitors</li> <li>• Exhibitors</li> <li>• Contractors</li> <li>• Young/new inexperienced staff</li> <li>• Disabled</li> <li>• Children</li> <li>• New and expectant mothers</li> <li>• Elderly visitors</li> </ul>	<p><b>Risk</b></p> <p>P = Probability S = Severity R = Risk level</p> <p><math>P \times S = R</math></p>	<p><b>Is the risk adequately controlled?</b></p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> <li>• Eliminate</li> <li>• Substitute</li> <li>• Reduce</li> <li>• Isolate</li> <li>• Control</li> <li>• PPE</li> <li>• Discipline</li> </ul> <p>Do the controls.....</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p> <p>Comply with industry standards?</p>	<p><b>What is the Residual Risk?</b></p> <p><b>Action Level</b></p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no further action required</p> <p>See table in footer</p>	

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
Falling items (such as lighting/sound equipment, tools etc.) during rigging or adjustment	Very Serious Injury to one person	Persons on stage (i.e.: presenters and prize winners)	2	4	8	<p>During the build-up and breakdown period, there will be a demarcation zone when there are rigging activities taking place at height. This will be notified to all persons in the stage area or main auditorium and access will be controlled by Wyvern Theatre staff.</p> <p>During the live running of the event, no rigging activities or working at height will be allowed when there are persons in the stage area.</p> <p>The venue employs a safety net system across the main auditorium which will prevent items falling onto the audience areas</p>	1	4	4	L

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level
5 >Almost inevitable	5-Multi death or very serious injury 4-Single death or very serious injury 3-Serious injury 2-RIDDOR 3 day 1-Minor/First Aid	Prob 5 5.M 10.H 15.H 20.H 25.H	LOW – no action required
4 Very likely		4.L 8.H 12.H 16.H 20.H	
3 Likely		3.L 6.M 9.H 12.H 15.H	MED – justify /review for each event day
2 Unlikely		2.L 4.L 6.M 8.H 10.H	
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		1 2 3 4 5 Severity	HIGH –immediate action/ further controls needed

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
Injury caused by falling items (such as lighting/sound equipment)	Very serious injury to one person	Persons on stage (i.e.: presenters and prize winners)	2	4	8	The Wyvern Theatre technical manager will be asked to confirm that all flown items are supplied with both main and secondary fixings (i.e.: safety bonds on lights and speakers)	1	4	4	L
Injury caused by moving stage or set items (flown items)	Very serious injury to one person	Persons on stage (i.e.: presenters and prize winners)	3	4	12	No movement of flying of set or equipment (i.e.: screens or sets) will be permitted when there are persons on the stage area.  The call sheet for the event will not require the moving of any flown items such as sets or screens	1	4	4	L

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Electric Shock	Single death	All persons	3	4	12	<p>The Wyvern Theatre will be required to supply up to date certification demonstrating that the electrical installation meets the recognised standards.</p> <p>Only qualified and competent Wyvern Theatre staff may change or operate electrical systems. With the exception of PAT tested and checked 13A items fitted with a plug meeting BS 1363 (3 pin plug) or similar into an approved socket. Where this responsibility is delegated to BCS staff (i.e.: plugging in display lights) the staff must follow the instructions for safe use as supplied by the Wyvern Theatre staff and follow the requirements set out in the BCS Health and Safety Policy in relation to the use of electrical equipment.</p> <p>Only qualified and competent Wyvern Theatre staff may access plant-rooms, switch units or power distribution panels</p>	1	4	4	L

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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
Falling on stairs	RIDDOR 3 Day	All persons	4	2	8	Wyvern Theatre ushers will be employed at stairways to ensure that delegates travel safely and will be instructed to ensure delegates hold the handrail and tread carefully at all times	2	2	4	L

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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
Falling on stage steps	RIDDOR 3 Day	Award winners and presenters	4	2	8	<p>To minimise falls on the stage steps, there will be white edging tape applied to the steps to ensure that they are clearly delineated.</p> <p>A Wyvern Theatre usher will be asked to stand by the Stage Left and Right steps to ensure that winners proceed with caution.</p> <p>A Wyvern Theatre user will escort winners off-stage via the side door and will be returned to rear of the auditorium to prevent the risk of falling down the stage steps.</p> <p>Presenters will use the stage door access to enter and egress the stage area</p>	1	2	2	L
Falls from height whilst installing exhibition equipment	RIDDOR 3 Day	Events Team Staff	2	2	4	Exhibition equipment should not be built to a height which would not permit installation without steps	1	2	2	L

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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
Fire caused by exhibition lighting	Multi-death or serious injury	All persons	2	5	10	<p>The exhibition lighting will be installed in accordance with the manufacturers instructions. In particular, there will be sufficient clearance left between the lamp heads and any combustible surfaces or materials</p> <p>The lamps will be extinguished when they are not in use</p>	1	5	5	M

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**Risks to be monitored each day as follows:** (These will normally be those risks rated Medium after controls are in place)

Hazard	Monitored by	Frequency
Application of clear demarcation zone during any changes to overhead rigging on stage area	Wilf Voss	At all times when rigging is to be carried out during rehearsal and break-down
Confirmation that all flown items are safely installed and have secondary bonds	Wilf Voss	Once following completion of rigging and once prior to live event start
Electric Shock	Wilf Voss	Confirmation of fixed installation and portable equipment electrical compliance prior to event. All BCS items checked prior to being energised
Falling on Stairs	Debbie Townsend/FOH Manager	Brief all ushers prior to event
Falling on stage steps	Wilf Voss/FOH Manager	WV to ensure marking tape is in place FOH Manager to brief users prior to live event

**Notes:**