

# Seagull Theatre General Risk Assessment

<b>Assessment completed by</b>	Des Reynolds	<b>Date of Assessment</b>	September 2020
--------------------------------	--------------	---------------------------	----------------

<b>Area of Risk : On Stage / Production</b>				
Hazard	People at Risk	Mitigation in Place	Further Mitigation required	Person responsible for additional mitigation (if required)
Production includes use of naked flames or chemicals. Production includes extensive use of special effects Production includes extensive use of edged weapons or firearms	Audience, Cast and Crew	Fire equipment on standby Appropriately trained backstage crew Appropriately trained cast Use of approved suppliers for effects, chemicals or weapons Appropriate staging to include distance from audience members and/ or shielding of audience	Specific Risk Assessment for activity	Production Stage Manager
Production includes onstage equipment such as Amps, onstage lighting or smoke machines Production includes sparse use of stage weapons Production includes sparse use of special effects	Audience, Cast and Crew	Fire equipment on standby Appropriately trained backstage crew Appropriately trained cast Use of approved suppliers for effects, chemicals or weapons Appropriate staging to include distance from audience members and/ or shielding of audience All electrical equipment and wiring checked before each performance for faults	Plan to be revised if use of weapons or effects increases	Production Stage Manager
Production contains no special effects, weapons, flames or electrical equipment No evident risks identified	Audience Cast and Crew	None required	Plan to be revised if use of weapons or effects increases	Production Stage Manager

# Seagull Theatre General Risk Assessment

Area of Risk : Backstage				
Hazard	People at Risk	Mitigation in Place	Further Mitigation required	Person responsible for additional mitigation (if required)
Production includes use of chemicals. Special effects, weapons or naked flames	Cast and Crew	Fire equipment on standby Appropriately trained backstage crew Appropriately trained cast Use of approved suppliers for effects, chemicals or weapons Chemicals, weapons, or special effects securely and appropriately stored backstage with access limited to essential handlers only	Additional Risk Assessment for production	Production Stage Manager
Production requires heavy lifting or use of onstage stairs / climbing Production has large cast with risk of overcrowding backstage	Cast and Crew	Heavy lifting done by appropriately briefed crew only and safe lifting techniques advised Access to onstage stairs or ladders appropriately lit at all times Cast and crew given time to practice climbing / lifting appropriate items Cast and Crew briefed to avoid overcrowding and consideration given to use of upstairs space for additional facilities	Continual vigilance and monitoring	Production Stage Manager
Production contains no use of chemicals, special effects, weapons or naked flames Production does not include stairs/onstage climbing Backstage area not over crowded	Cast and Crew	None required	Continual vigilance and monitoring	Production Stage Manager

# Seagull Theatre General Risk Assessment

Area of Risk : Technical Crew				
Hazard	People at Risk	Mitigation in Place	Further Mitigation required	Person responsible for additional mitigation (if required)
Production providing own technical crew and or equipment and operating at height	Crew	Production crew briefed and overseen by Theatre Technical manager throughout production Ladders and scaffolding used with a minimum of two crew present at all times	Production Risk Assessment	Production Stage Manager
Production using own technical crew but not operating at height Production using Theatre crew	Crew	Production crew briefed by Theatre Technical manager on Health and Safety Theatre technical crew Health and Safety trained and operating in accordance with best practice Ladders and scaffolding used with a minimum of two crew present at all times	Continual vigilance and monitoring	Theatre Technical Manager
Production uses only Theatre Technical crew and does not require any rigging or lights or scenery	Crew	None required	Continual vigilance and monitoring	Theatre Technical Manager

# Seagull Theatre General Risk Assessment

Area of Risk : Audience				
Hazard	People at Risk	Mitigation in Place	Further Mitigation required	Person responsible for additional mitigation (if required)
Audience are mobile around the theatre and participate onstage Technical equipment is placed in the audience area or front of house	Audience	Audience routes around theatre agreed in advance and assessed for trip hazards Audience participation is planned and does not involve chemicals, weapons or naked flames Technical equipment amongst audience is checked before each performance for faults and is appropriately secured.	Production Risk Assessment	Production Stage Manager
Production includes use of smoke or dry ice Production includes use of lasers or lights shining into audience Production include excessive noise or loud effects Production includes use of strobe lighting	Audience	Appropriate warning notices displayed to warn audience members who may have a sensitivity to these elements	Continual vigilance and monitoring	Front of House Manager
Audience are sedantary and production contains no areas of risk	Audience	None required	Continual vigilance and monitoring	Front of House Manager

# Seagull Theatre General Risk Assessment

Area of Risk : Front of House				
Hazard	People at Risk	Mitigation in Place	Further Mitigation required	Person responsible for additional mitigation (if required)
Production includes performance elements in front of house areas Production takes place in front of house areas including use of technical equipment front of house	Audience and crew	Audience participation is planned and does not involve chemicals, weapons or naked flames Technical equipment amongst audience is checked before each performance for faults and is appropriately secured.	Production Risk Assessment	Production Stage Manager
Production is likely to be sold out and foyer area may be over crowded	Audience and crew	House Manager to open doors to theatre early to alleviate any over crowding	Continual vigilance and monitoring	Front of House Manager
Audience have access to alcohol and glasses Audience have access to peanuts	Audience and crew	Volunteers and staff aware of legal age for purchasing alcohol and other licensing requirements Glasses and bottles not permitted into main theatre space Items containing peanuts clearly labeled	Continual vigilance and monitoring	Front of House Manager

# Seagull Theatre General Risk Assessment

Area of Risk : General				
Hazard	People at Risk	Mitigation in Place	Further Mitigation required	Person responsible for additional mitigation (if required)
Trips resulting from theatre equipment and / or cabling in public areas / floor space	Audience, cast and crew	All equipment placed in secure locations with warning signs or identification tape All cables appropriately secured to avoid trip hazard	Continual vigilance and monitoring	Technical Crew
Low light in auditorium and / or other areas, during performance Reduced visibility due to smoke effects etc	Audience, cast and crew	Lighting provided for stairs Technical crew to bring up additional lighting if movement of audience required Crew vigilant to ensure house lighting is raised at end of production before audience begins to leave	Continual vigilance and monitoring	Front of House Manager
Presence of children or others with limited understanding or ability to safeguard their own person	Audience cast and crew	Vulnerable persons in the audience should always be accompanied by an appropriate adult. Children in a cast must be accompanied by a Chaperone who is licensed and aware of their responsibilities. Separate changing facilities provided for junior cast members	Continual vigilance and monitoring	Production Stage Manager
Presence of physically disabled cast, crew or audience	Cast, Crew and Audience	Ensure all adults have access to an emergency exit route. Ensure Wheel chair users are placed in the appropriate reserved space to allow for ease of exit. Ensure Cast or crew members have access to appropriate support	Continual vigilance and monitoring	Front of House Manager

## Seagull Theatre General Risk Assessment

Risk of Fire	Audience cast and crew	<p>Separate Fire Risk assessment completed</p> <p>Fire Extinguishers in place and regularly checked / serviced</p> <p>Fire alarm system in place and regularly tested and maintained</p> <p>Appropriate signage in place throughout building to allow for ease of evacuation</p> <p>Only tested and approved electrical equipment in use</p>	Continual vigilance and monitoring	All
Risk of falling objects – particularly lighting equipment	Audience cast and crew	<p>All lighting equipment secured by clamp with additional safety chains used as back up</p> <p>All lighting equipment appropriate maintained and checked for faults</p>	Continual vigilance and monitoring	Technical Crew

# Seagull Theatre General Risk Assessment

Area of Risk : Use of Studios				
Hazard	People at Risk	Mitigation in Place	Further Mitigation required	Person responsible for additional mitigation (if required)
Hirers fail to adhere to Health and Safety practice	Hirers and Customers of Hirers	Hirers made aware of their responsibilities Spot checks by Theatre staff Access to areas of danger controlled (ie limited access to ladders or electrical equipment)	Hirers Risk Assessment	Hirer
Vandalism or misuse leading to risk of injury	Hirers and Customers of Hirers	CCTV for monitoring of building including remotely Daily inspection of facilities between hires Restricted access to building	Addition of alarm if incidence increases	Theatre Manager
Use of Studio's for dangerous activity	Hirers	Clear contracts in place for each hire stating use Spot checks Familiarity with hirers	Risk Assessment of Hirers activity	Hirer