

Risk Assessment

Risk Assessment: The point of a risk assessment is to address the hazards and possible risks in a building and then implementing control measures to lower the risk of the hazards.

Every building/company will have a risk assessment, it is a legal requirement. Performance companies will need to make a risk assessment for every performance they produce – this will then need to be edited and reviewed for each venue they visit if they are a ‘touring company.’

They will need to provide the risk assessment to the theatre manager of the venue they visit. They will then be briefed on the venue’s risk assessment.

Example of a Risk Assessment:

Hazard & Effect	Risk to whom (Es, P)	Severity rating x Likelihood = primary risk based on no controls			Control risk by	Residual risk
Fire or Serious Fire <i>Injury, serious injury, Death or Multiple Death</i>	Es, P	10	4	40	<ul style="list-style-type: none"> Ensure staff are trained in fire evacuation procedures. Ensure staff inform participants of fire evacuation procedure prior to commencing any activity. Ensure staff verbally direct the evacuation procedure in the event of a fire and/or fire alarm. 	8
Slips, trips, falls around the venue(s) <i>Injury, serious injury</i>	Es, P	6	4	24	<ul style="list-style-type: none"> Maintain adequate lighting at all times. Ensure that working areas and access routes are clearly marked and that hazards are visible. Ensure staff inform participants of hazards and restricted areas. Ensure that all workshop activities are appropriate for the participants and the venue. Ensure that any materials used are kept within a controlled area. 	8
First Aid <i>Injury, Serious Injury, Death</i>	Es, P	8	4	32	<ul style="list-style-type: none"> Ensure staff are fully aware of staff members in the building who are fully trained and qualified in First Aid at Work. Ensure staff are able to contact qualified staff directly. Ensure staff log all incidents in Incident Book at Stage Door. 	4
Child Protection Risk	Es, P	2	4	8	<ul style="list-style-type: none"> Ensure staff and freelance practitioners are familiar with the policies and procedures of the Royal Exchange Theatre's Child Protection Policy. Ensure all staff and freelance practitioners who will come into contact with young people and vulnerable adults are CRB checked. In the event of disclosure of personal information regarding abuse or neglect ensure staff adhere to the Child Protection Policy's guidelines on 'Staff Code of Conduct and Responding to Allegations of Abuse'. In the event of documenting the activities ensure staff adhere to the Child Protection Policy's guidelines on 'Use of Photography and Video Material and Text'. Ensure that adequate male and female toilet facilities are available and that staff verbally inform participants of their location. 	4