

## RISK ASSESSMENT OVERVIEW

This risk assessment process asks our users to consider all eventualities relating to theatre safety. Our aim is to reduce the occurrence of accidents that cause harm, while making safe theatre practices commonplace within our theatrically active community.

In order to complete the Risk Assessment form below, a senior member of the company or group must identify and grade any potential risk that may be present throughout an occupancy for all activities, both on and off the stage. Details on how an accident may occur and their intended systems or actions that will reduce or remove risk must be provided.

### Hazard Checklist

Please check the relevant risks while considering anything else that may be unique to your performance.

### Performance Risk Assessment

Complete a risk assessment for any hazard you have identified from the Hazard checklist.

### Submission / Approval Process

Please submit your completed assessment to our Technical Manager either at the Theatre's box-office or via email [production@theatroyalnelson.co.nz](mailto:production@theatroyalnelson.co.nz) **at least one week prior to your occupancy**

Our Technical Manager will review your submission and respond to each instance in one of the following manners:

**Approved :** Signed and dated to indicate the listed control measures are satisfactory.

**Pending :** Listed control measures are satisfactory, but a physical check by a house technician is required before approval.

**Not Approved :** A cross to indicate control measures are unsatisfactory.

Depending on circumstances this may be accompanied with either a request for further information, an acceptable method of control or to seek suitable professional support (i.e in the case of fire, pyro, flying persons etc).

Once all activities are approved, the document becomes the basis of Health & Safety briefings for cast and crew and should be left onsite (in the dimmer room) and kept up to date as hazards are introduced. The Stage manager should review the document daily in order to keep cast, crew and our technical manager aware of any new developments.

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## PERFORMANCE RISK ASSESSMENT – THEATRE ROYAL NELSON

Before proceeding with an occupancy a full risk assessment must be provided to the Theatre Royal's House Technician

### HAZARD CHECKLIST: TICK FOR 'YES' AND RISK ASSESS THE HAZARDS ON THE FOLLOWING PAGES

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| <p><input type="checkbox"/> <b>RISK OF INJURY DUE TO FALL:</b> Are you planning to work above stage level; on ladders, tables or chairs, raised set or by lifting persons etc? This includes during your rehearsals, set-up and performance.</p> <p><input type="checkbox"/> <b>FALLING OBJECTS:</b> Are you planning to hang any objects from above? How is your set constructed, can anything fall or collapse?</p> <p><input type="checkbox"/> <b>SLIPPING OR TRIPPING:</b> Will you be using either props, set, drapes, costume or other articles that could cause a trip or slip on stage? Will you be acting or behaving in a manner that could cause a trip or slip to yourself or other members of your company?</p> <p><input type="checkbox"/> <b>SPILLAGE:</b> Are you using any liquids or foodstuffs? Are any liquids near electrical equipment on or off stage? If liquid is spilled can it cause a risk of a slip?</p> <p><input type="checkbox"/> <b>FIRE:</b> Are you planning to use any open flame e.g. smoking, candles, incense, fire etc?</p> <p><input type="checkbox"/> <b>ELECTRICAL HAZARDS:</b> Are you bringing in any electrical equipment? If so, it must have a current safety test tag. If not, you must contact the theatre's house technician well in advance to have the Item PAT tested. <u>**Items that do not have a current electrical safety test tag cannot be used anywhere in the theatre.</u> If you are using electrical items on stage could they cause a fire, burn or trip hazard?</p> <p><input type="checkbox"/> <b>UNSTABLE SURFACES:</b> Are you planning to stand on any object not specifically designed for that purpose? Are you using any objects or set that are not professionally built or of questionable integrity or using them in a manner that could cause them to be unstable?</p> | <p><input type="checkbox"/> <b>IMPACT:</b> Is there any stage fighting or complex rapid movement where injury due to impact could occur; this could be in the form of dance, clowning, physical theatre or drama? Could any impact injure persons or damage properties?</p> <p><input type="checkbox"/> <b>WEAPONS:</b> Are you planning to use any form of weapon in your rehearsals or performance, e.g., swords, knives, guns, clubs – including replica or toy versions? Do you plan to use any item to represent a weapon?</p> <p><input type="checkbox"/> <b>UNUSUAL USE OF OBJECTS OR EQUIPMENT:</b> Are you planning to use any objects or performance space in an unusual manner, could this pose a risk?</p> <p><input type="checkbox"/> <b>PYROTECHNICS:</b> Are you planning to use any explosive devices (no matter how small)? If so, you must contact the theatre's house technician well in advance to discuss applying for necessary permits.</p> <p><input type="checkbox"/> <b>IMPAIRMENT:</b> <u>Use of alcohol or drugs before or during performances or rehearsals is not permitted.</u> Are you using any other devices that mean a performer could be impaired; e.g. masked, blindfolded or handcuffed? Are you aware of any personal impairment, e.g., personal disabilities, illnesses or medication?</p> <p><input type="checkbox"/> <b>ANYTHING ELSE: This list is not exhaustive!</b> Are you planning any other activity that may pose a significant risk of injury to person or damage to space or property? Do you require any further advice or permissions before undertaking any activity safely? If in any doubt consult the theatre's house technician before proceeding in either rehearsals or performance.</p> |
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### DECLARATION

- We have identified the above hazards and have attached further pages to risk assess and introduce control measures
- None of the above applies to our project/ production. There is no significant hazard or risk.

Name: \_\_\_\_\_ Role: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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**PERFORMANCE RISK ASSESSMENT**

*\*Must be reviewed and approved by the Theatre Royal's House Technician*

**RISK ASSESSMENT KEY**

<p><b>Severity</b></p> <p>What is the potential level of injury to persons and/ or damage to property caused by the hazard?</p> <p>1 - Slight 2 - Minor 3 - Moderate 4 - Major 5 - Severe</p>	<p><b>Likelihood</b></p> <p>How likely is the hazard to happen?</p> <p>1 - Highly unlikely 2 - Not very Likely 3 - Possible 4 - Likely 5 - Very Likely</p>	<p><b>Severity x Likelihood =</b></p> <p><b>Risk Rating</b></p>
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HAZARD	DESCRIPTION OF ACTIVITY/ ASSOCIATED RISKS	AFFECTED	SEVERITY	LIKELIHOOD	RISK RATING	CONTROL MEASURES/ ACTION PLAN	HOUSE TECH (SIGN AND DATE)

Please continue on further sheets if required.

We have completed a thorough Risk Assessment and have omitted no significantly hazardous activities.

We fully understand and accept the risks of our activities, and agree to carefully implement the control measures listed above.

We understand and accept that the House Technician may only grant approval following a physical check - These Instances will be identified in the review of the submission.

Name and Role: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**HOUSE APPROVAL** Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

