

APPENDIX B:

Assessment of: Theatrical Performance:
Event: 'Shall We Dance'
Venue: Various 2007
Date: Various 2007

Get-In: 5 Hours
Show: 1 Hour
Get-Out: 3 Hours

Status: DRAFT
Rev: v1.0
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Date: 6th March 2007

Event Summary:

The performance is based around nostalgia for Tea Dances of years gone by. The main action takes place on a pre-fabricated theatre set (an outline of a bandstand) erected upon a raised stage with a purpose built dance floor adjoined to the set. The performance involves 10 professional performers, following a limited dialogue narrative, with the emphasis very much on partner dancing.

The show ends with an invitation for the audience to partake in partner dancing on the 'dance floor' (at ground level).

The event is free and open to all.

Ragroof Theatre: General Policy Statement

Ragroof Theatre acknowledges their responsibility to the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, students, visitors and members of the general public witnessing performances organised by Ragroof Theatre. This responsibility is an essential part of the duties of all members of the company, and in particular, those who act in a managerial or supervisory capacity. Health and Safety considerations are as important as all other operations that the company performs, and should run in unison with all other operations. The Company will seek to encourage employee participation in the formulation and implementation of safe working practices, and will be employing a Production Manager to oversee all Health and Safety aspects of the show.

The Company acknowledges its duties under, but not limited to, the following regulations:

- Health and Safety at Work Act 1974
- COSHH – Control of Substances Hazardous to Health
- Manual Handling Regulations Act 1992 (as amended 2002)
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences
- Management of Health and Safety at Work
- PPE – Personal Protective Equipment Regulations 1998 (as amended 2002)

The Company also expects its employees to recognise their own individual duty under said legislation, and to take care of the health and safety of themselves, their colleagues and all other persons who may be affected by their acts or omissions.

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Severity	
0	Insignificant injury/damage.
1	Minor Slight injury or property damage.
2	Serious Significant injury requiring at least 3 days recovery, serious damage to health and / or property.
3	Catastrophic Fatality, severe injury, destruction or loss of property.

Probability	
0	Insignificant probability.
1	Infrequent occurrence.
2	Frequent occurrence.
3	Certain or near certain occurrence.

Risk rating matrix					
		Severity			
		0	1	2	3
Probability	0	0	0	0	0
	1	0	1	2	3
	2	0	2	4	6
	3	0	3	6	9

Residual risk	
Residual Risk (Risk Rating Matrix)	
LOW (0-3)	Risk adequately managed. No further action required.
MEDIUM (4-5)	Serious accident possible. Rigorous control of activity required. Further control measures recommended.
HIGH (6-9)	Controls insufficient. High probability of catastrophic incident. Immediate suspension of activity pending adequate controls.

Event Risk Assessment:

'Shall We Dance',
 VENUE
 DATE

Activity	Hazards	Persons at Risk	Severity	Probability	Rating	Observations/Control Measures (Risk Management)	Residual Rating
1. Event Management:							
1.1 Event Management						Overall management of the event is the responsibility of the event presenters (and/or their appointed representatives), and as such falls outside the remit of these assessments. All those directly engaged by Ragroof Theatre for the show will be expected to co-operate with the event presenters (or other agencies) at all times, and to abide by any site rules, evacuation, fire, procedures, etc, and not to interfere with any safety devices, practices or other provided in the interest of safety.	n/a

2. The Site (incl. Site Services)							
2.1 Nature of Site	<ul style="list-style-type: none"> ▪ trips, slips, falls ▪ Vehicle Collision ▪ Damage to site ▪ Injury 	ALL	1	1	1	<p>Any elements introduced as part of the show will be done so with these particular risks in mind, and measures taken to ensure that any work carried out by the company does not expose anyone to potential obstacles, or trip hazards etc.</p> <p>The performance does not entail the audience moving around the site other than arrival/dispersal (unless performance is part of a wider festival/event, in which case, if deemed necessary the work area will be cordoned off using hazard tape and road pins(or other) during the construction process, and access restricted to staff only.)</p> <p>Production Manager to inform all Ragroof Theatre staff will be informed of and expected to co-operate with the event presenters (or other agencies) at all times, and to abide by any site rules, evacuation, fire, procedures, etc, and not to interfere with any safety devices, practices or other provided in the interest of safety. Production Manager to liaise with the event presenters to ensure the company has details of all relevant procedures as well as other site services such as first aid provision.</p>	LOW
2.2 Management of Site Services - Electrical						<p>Overall management of the temporary electrical installations is the responsibility of the event presenters (and/or their appointed representatives), and should have been assessed accordingly, and as such falls outside the remit of this manual.</p> <p>All those directly engaged by Ragroof Theatre for the show will be expected to co-operate with the event presenters (or other agencies) at all times, and to abide by any rules, or other given regarding the use of temporary electrical supplies in conjunction with the show, ie PA, lighting, and not to interfere with any safety devices, practices or other provided in the interest of safety.</p>	n/a
	▪						

3. Fire							
3.1 General Fire Safety						<p>Overall management of the event, including general fire safety is the responsibility of the event presenters (and/or their appointed representatives), and as such falls outside the remit of these assessments.</p> <p>All those directly engaged by Ragroof Theatre for the show will be expected to co-operate with the event presenters (or other agencies) at all times, and to abide by any site rules, evacuation, fire, procedures, etc, and not to interfere with any safety devices, practices or other provided in the interest of safety. Production Manager to liaise with the event presenters to ensure the company has details of all relevant procedures.</p>	n/a
3.2 Show Specific Fire Safety	<ul style="list-style-type: none"> ▪ Injury ▪ Material Damage ▪ Panic ▪ Smoke inhalation/asphyxiation 		3	1	3	<p>The importance of maintaining clear fire exits at all times will be stressed continually to company members, particularly during get-in/get-out. Any risks that can not be dealt with locally will be reported to the event presenters.</p> <p>With regards to set and scenery, all flame proofing, where deemed necessary, will be carried out using 'FLAMECHECK', (or similar equivalent product). Flamecheck has BS 5852 parts 2 and BS 5867 part 2 for both natural and synthetic product. Material Safety Data Sheet for this product available on request.</p> <p>The event production manager has completed an East Sussex Fire Brigade Fire Safety course will be present on site during the event.</p> <p>Combustibles to be kept to a minimum across the site during get-in/get-out.</p>	LOW
4. The Show Elements							
4.1 General Construction /Dismantling	<ul style="list-style-type: none"> ▪ Injury ▪ Adverse weather ▪ Slips, trips, falls ▪ Material damage ▪ Fatigue ▪ Low-light 	Performers Contractors Staff	3	1	3	<p>The get-in/get-out will be overseen by the company's Production Manager. If deemed necessary the work area will be cordoned off using hazard tape and road pins(or other) during the construction process, and access restricted to staff only. Special care will be taken with regard to the sensitive nature of the venue, i.e. lawns, plants & structures.</p> <p>Set-up and dismantling of scenery and technical equipment will be carried out by experienced personnel, using appropriate procedures, tools and PPE. Temporary structures and equipment will be suitably protected from collapse or becoming unsafe due to adverse weather. The importance of minimising potential hazards at all times will be stressed continually to all, e.g. set, scenery and or equipment will be suitably placed to minimise the risk of trip hazards. Suitable refreshments to be made available through-out. If get-in or get-out is to take place in hours of darkness, then working lights will be requested from event presenters.</p> <p>Event staff/Production Manager to make regular inspections of all equipment, tools, vehicles etc to ensure they are fit for use, regular maintenance to be carried out as necessary.</p>	LOW

4.2 Stage	<ul style="list-style-type: none"> ▪ Injury ▪ Damage ▪ Collapse ▪ Slips, trips, falls 	All	2	1	2	<p>The main performance takes place on a 6mx5.8m stage. This is to be constructed from standard steel deck sections, erected at a height of 1m. 100mmx100mm x 8mm plywood plates are to be used to prevent the steel legs subsiding. Ground conditions to be checked prior to ensure suitability for construction of stage.</p> <p>Stage to be level, and correctly bolted to together, all edges clearly marked, and is to be signed off by production manager prior to any further set being placed upon it.</p> <p>Set-up and dismantling of stage will be carried out by experienced personnel, using appropriate procedures, tools and PPE. Special attention to be made of loading and unloading – crew to be fit to carry out tasks, to work as a team wherever possible, take regular breaks, keep manual handling to a minimum.</p> <p>Please refer to Method Statement for further details regarding building of stage.</p>	LOW
4.3 Bandstand	<ul style="list-style-type: none"> ▪ Injury ▪ Damage ▪ Collapse ▪ Slips, trips, falls 	Staff	2	1	2	<p>The 'bandstand' has been constructed in component parts, with final assembly very much in mind. Paul Harrington who has a long established and respected track record of creating large-scale theatrical props has created the bandstand. This has been constructed from welded mild steel, and is designed to be securely attached to the stage with the use of M8 steel bolts. Erection of bandstand will not be permitted until production manager has signed off stage.</p> <p>The bandstand has been assessed for wind loading:</p> <ul style="list-style-type: none"> - suitable for use in complete form in light to moderate breeze (0 to 4 Beaufort scale) - Suitable for use minus backdrop in fresh breeze to near gale(5 to 7 Beaufort Scale) - Unsuitable for use in gale (8 to 12 Beaufort Scale) <p>Set-up and dismantling of stage will be carried out by experienced personnel, using appropriate procedures, tools and PPE.</p>	LOW
4.4 Working at height – Ladders	<ul style="list-style-type: none"> ▪ Injury caused falls from height ▪ Injury caused by object falling from height 	Staff				<p>Use to be made of aluminium 7-tread stepladders during the construction of the bandstand. Following measures to be implemented:</p> <ul style="list-style-type: none"> • Ensure ladder is safest means of access given work to be done and height to be climbed • Location needs to be checked for suitability, i.e. ground conditions, pedestrians, vehicles in vicinity of work area • Ladder need to be stable to use, properly erected, and if unable to be tied of, then suitably footed by work colleague at all times. • Ladders should not be used in strong winds • Work activity must be carefully considered. Overreaching should be eliminated and care taken with tools etc to be used on ladder • Care to be taken with overhead power cables and other obstacles • Only competent personnel to use ladders • Ladders should be regularly inspected for signs of defect, and if not fit for use immediately and effectively removed from use. • Production Manger to oversee all work carried out using ladders, and to stop immediately any unsafe practices. 	LOW

4.5 Dance Floor	<ul style="list-style-type: none"> ▪ Injury ▪ Damage ▪ Collapse ▪ Slips, trips, falls 	ALL	2	1	2	<p>Ragroof will bring and assemble their own purpose made dance floor measuring 9.76m x 6.1m constructed of 20 x (2.4m x 1.2m) veneered mdf panels mounted on timber frames. The dance floor is assembled by our own production crew in situ.</p> <p>Set-up and dismantling of dance floor will be carried out by experienced personnel, using appropriate procedures, tools and PPE. Special attention to be made of loading and unloading – crew to be fit to carry out tasks, to work as a team wherever possible, take regular breaks, keep manual handling to a minimum.</p> <p>Regular inspections of dance floor to be carried out by production manager throughout tour season to ensure it is fit for use, regular maintenance to be carried out as necessary.</p> <p>The audience are invited onto the dance floor at the end of the show. The performers and event staff will be on hand to ensure it doesn't get overcrowded and to respond if any incidents were they to occur. In wet conditions, the production manager will decide whether to curb this section to avoid possible slips.</p>	LOW
4.6 Manual Handling	<ul style="list-style-type: none"> ▪ Injury 	Performers Contractors Staff	2	1	2	<p>All event personnel are expected to have been instructed in correct manual handling procedures. Due care will be taken with an emphasis on moving at speed, under relatively strict time conditions, with heavy equipment that may be slippery owing to the outdoor environment. Appropriate PPE will be issued where appropriate e.g. work gloves, kneepads, overalls and some work wear made mandatory e.g. steel toe cap closed work shoes/boots for event crew.</p>	LOW
	<ul style="list-style-type: none"> ▪ 						

5. The Weather							
5.1 Inclement Weather	<ul style="list-style-type: none"> ▪ Foul weather ▪ Fine Weather ▪ Hypothermia ▪ Sunstroke/burn ▪ Damage to property 	ALL	2	2	4	<p>Foul Weather As the event is taking place outdoors there is a fair chance that it may be subject to foul weather. As a result of discussing such possibilities at production meetings to date, the company's policy is as follows: "Given that the event is a one-off occasion and cannot be rescheduled then it will proceed AS LONG AS IT IS DEEMED SAFE TO DO SO, regardless of the weather." Obviously given certain weather conditions, certain elements of the show may have to be curbed or cut altogether, e.g. PA in driving rain, etc. On the day of the event, the event will not go ahead if weather conditions dictate that it is either not safe to do so, or simply undesirable to do so. The bandstand has been assessed for wind loading:</p> <ul style="list-style-type: none"> - suitable for use in complete form in light to moderate breeze (0 to 4 Beaufort scale) - Suitable for use minus backdrop in fresh breeze to near gale(5 to 7 Beaufort Scale) - Unsuitable for use in gale (8 to 12 Beaufort Scale) <p>Fine Weather The weather will also be monitored in terms of potential fine weather. If such weather is potentially forecasted then measures will be taken. This to include, at a minimum, ensuring that a plentiful supply of suitable liquids/sun cream are available for all company members. Regular breaks to be given, and shelter from the sun to be provided. Company members to remain vigilant to potential problems with the audience, particularly the elderly.</p>	MEDIUM
	▪						
6. Welfare Services							
6.1 Toilets	<ul style="list-style-type: none"> ▪ Insufficient facilities ▪ Poor hygiene ▪ Public Urination 	STAFF	2	1	2	Production manager to ensure suitable facilities are available on site for all company members.	LOW
6.2 Breaks	<ul style="list-style-type: none"> ▪ Exhaustion/fatigue ▪ Hunger/thirst ▪ Injury 	STAFF	2	1	2	Production Manager to schedule regular breaks and provide plentiful supply of water and freshments. To ensure suitable facilities are available.	
6.3 Security	<ul style="list-style-type: none"> ▪ Theft ▪ Violence ▪ Material Damage 	STAFF PERFORMERS	2	1	2	Event presenters to provide security and stewarding to ensure company members remain safe throughout time on site and to ensure set and equipment safe.	LOW