

# SALTFORD COMMUNITY ASSOCIATION

## STAGE USER RISK ASSESSMENT 31/10/2023

**RISK ASSESSMENT**

Type of risk assessment: Activity / Design / Building (underline)

Name(s) - Saltford Community Association  
 Department - All  
 Event - Various  
  
 Location(s) - Saltford Hall.

Chairman  
 All Trustees  
 Stage Manager: (volunteer)  
 Drama manager: (volunteer)  
 Hall manager

Severity (S)	Likelihood (L)	Risk Factor (R)	S x L= R
1 Low- slight	1 Low- unlikely	1/2 Low- may require additional control	
2 Medium- injury	2 Medium- occasional	3/4 Medium- probably requires additional control	
3 High- serious	3 High- probable	6/9 High- unacceptable	

No	Hazard (bold heading) Associated risks (listed below)	People at risk	Risk factor			Risk reduction measures	Reduced Risk factor			Action/Comments
			S	L	R		S	L	R	
1	<b>Inadequate use of personal protection equipment</b>	Volunteers, staff and stage crew				Where necessary, seek advice from the Hall Manager.				Yellow hard hat, high visibility jackets, stout gloves available from the Green Room
2	<b>Manual handling</b>	Volunteers, staff and stage crew								All volunteers and staff must be aware of correct procedures
	Carrying heavy and /or awkward objects		2	2	4	Ensure all staff and volunteers are aware of manual handling instructions and that items are lifted by the correct number of people. Manual Handling Posters to be displayed.	2	1	2	Drama manager to ensure awareness of instructions
			2	2	4	Make sure all sharp edges are covered or smooth before lifting objects	1	1	1	DM



	Injury to hearing caused by constant loud noise or short sudden bursts	Volunteers, staff, stage cast and stage crew	2	2	4	Team leader to monitor . Ensure the appropriate PPE is available and worn (e.g. ear protection/ protective shields).	1	1	1	Ensure appropriate PPE is available. Team leaders, hearing aid users and others must be aware of others needs. Hearing aid users should have them switched on.
6	<b>CONFINED SPACE</b>									
	Poor ventilation, low lighting levels, low beams and bulkheads	Volunteers, staff, stage cast and stage crew	1	3	3	Appropriate PPE to be worn when appropriate. Lighting level to be as high as appropriate	1	2	2	Ensure appropriate PPE is available.
7	<b>MOVING LARGE OBJECTS AND SET PIECES</b>									
	Physical injury such as trapped fingers	Volunteers, staff and stage crew.	2	2	4	Ensure correct manual handling procedures are followed. Appropriate PPE/stout gloves to be worn.	2	1	2	SM
8	<b>BACK STAGE AREAS</b>									
	Dimly lit stairways leading to trips and falls	Volunteers, staff, stage cast and stage crew	2	2	4	Ensure lighting is working and-stairways are kept clear	2	1	2	Hall manger to check lighting is fully working
8A	<b>FLY FLOOR COMMUNICATION</b>	Volunteers, staff and stage crew	2	2	4	Ensure when lowering and lifting curtains or beams that clear verbal communication is followed. "Heads up" command to be shouted. Make sure that all stage crew and actors are aware of the warnings.	2	2	2	SM
	<b>CURTAIN BRAKE</b>		2	2	4					



11	<b>QUICK COSTUME CHANGES</b>									
	Over-rushing could lead to accidents, trips, falls or other injuries.	Stage Cast	2	2	4	Clear floors and movement areas of obstacles, no running on stairways or corridors. Quick costume changes should be rehearsed carefully and assistance provided where necessary.	2	1	2	DM
12	<b>ELECTRICAL EQUIPMENT</b>									
	Electrocution/ Electric shock  240 V tools	Volunteers, staff, Stage Cast and Stage Crew	2	2	4	All electrical equipment must have an up-to-date PAT test completed. All items visually to be checked. All items to be turned off when not in use.  Check that all 240v tools are double insulated and RCD protected, unplug when not in use. Crew who bring their own power tools must make sure there are up-to-date PAT tested.	2	1	2	SM/ HM/DM
13	<b>LAMPS HANGING FROM GANTRIES/ CHAINS</b>									
	Burns from hot lamps Comment: risk is less as we switch to LED systems  Cuts, lacerations and head injuries from bumping into lamps	Stage Cast and Stage crew	3	2	6	Ensure cast and volunteers are informed about hanging lanterns and safety chains are fitted and attached to a secondary point on the hanging bar. Use LED systems whenever possible to mitigate risk.  Where appropriate lantern edges to be highlighted with yellow or white tape.	2 2	1 1	2 2	SM
14	<b>FIRST AID</b>	All present	2	2	2	First aider to be present at each production and fully conversant with DEFIB operations. All involved to be aware of first aid box's location.	1	1	1	SM DM

15	<b>LADDERS/ STEPS LADDERS</b>									
	Stiles, feet, rungs, locking mechanism, platforms treads	Volunteers, staff and stage crew	2	1	4	Ladders to be locked and used only by authorised persons who are appropriately trained. Ensure all stiles are not bent or damaged. Ensure all feet are in place and not missing or worn, rungs not bent or missing, locking mechanism works properly. Ensure platforms are not bent and all treads and rungs are fully in place.	1	1	3	SM DM
16	<b>FATIGUE / DEHYDRATION</b>	Stage Cast and Stage Crew	3	3	9	Take regular breaks and fresh air breaks. Never use equipment when tired.	2	1	2	DM SM
17	<b>ROPES</b>									
	Ropes hanging or tied incorrectly	Stage Cast and Stage Crew	1	2	3	Ensure all ropes are tied in line with best practice. When lowering and raising appropriate PPE to be used. To avoid Hessian rope burn, gloves must be used and made available.	1	1	2	SM
18	<b>USE OF CORDLESS TOOLS WOODEN MATERIAL</b>									
	Injuries, cuts, severing of limbs  Saw dust in eyes  Dust hazards  Splinters	Volunteers and stage crew	2	2	4	Ensure all users are properly trained. Remove batteries after use or when unattended.  Check all safety guards. Use correct PPE. Use an extractor fan when needed.  To reduce dust use a light spray of water before sweeping.	2	1	2	SM DM

						Always consider COSHH when using different materials.				
19	<b>FIRE</b>	All present	3	1	3	<p>Ensure that access to fire exits is kept clear.</p> <p>Stage Manager/Drama Manager/Front of House manager/Event Lead to be fully conversant with activation process and key location and deactivation procedure.</p>				SM/DM/FHM
20	<b>WELFARE</b>	All present				<p>Young people to have supervision at all times.</p> <p>Ensure pregnant members of cast and audience have easy access to toilets and frequent breaks.</p> <p>Verbal abuse will not be tolerated. Any persons verbally abusing will be asked to leave the building or police will be called (event manager)</p> <p>Temperature controls throughout the building to be in line with comfort and weather conditions.</p>				SM/DM

Approved and reviewed by the Trustees annually.

**Richard Evans**  
**Honorary Chairman Saltford Community Association**