

Daneside Theatre Trust Risk Assessment Part 1.

Describe the venue and rooms being used

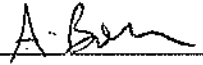

Daneside Theatre, external area.

A Activity/Task Undertaken or area where there is a potential hazard.	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Car park area, including the grass verge at the side of the theatre, and fire assembly point.	Vehicle movement. There is a slope that becomes slippery when wet and in ice or snow conditions. There is a grass verge and river that runs alongside the theatre car park.	The car park is to be closed when there are bad conditions. The hirer of the theatre should ensure there are sufficient stewards to supervise the public, when they arrive and leave the theatre during a show run. It is advised to stay off the grass verge area, as it may be a hazard.	5	2	10	M	During rehearsals members should be made aware of the hazards. In the event of an emergency, there must be stewards trained to supervise the public evacuating the theatre. There should be designated adults trained to act as fire stewards to supervise the evacuation of cast members and helpers. There are two gates between the car park and the river to prevent access.
Evacuation routes used during an emergency or a fire practice.	Uneven pathway at the side and rear of the theatre.	In an evacuation, Hirers of the theatre must supervise cast, helpers and the public at all times. An adequate number of stewards must be on duty to help members of the public. There must be clear instructions given about the fire drill and the hazards involved in an emergency evacuation.	3	2	6	M	All users should have the fire drill explained to them. Dressing room supervisory adults should keep a register to use in case of an emergency. The fire assembly point is at the top end of the car park or on Riverside car park (depending which area is deemed to be the safer). The Daneside Theatre Trust has tested the emergency lighting and retained a record. This ensures these areas have adequate lighting. This must be at a certain lux level and fit for its purpose, inside and outside of the building.

Appendix A	
Severity	Value
Death / permanent incapacity / widespread loss.	5
Major injury (as per RIDDOR) / severe incapacity / serious loss.	4
Injury / illness (3 day absence) / moderate loss.	3
Minor injury / illness (first aid only) / slight loss.	2
No or trivial injury / illness / loss.	1

Appendix B	
Likelihood	Value
Almost certain	5
Likely	4
Even chance	3
Unlikely	2
Improbable	1

Appendix C	
Value (v)	Risk Ranking (r)
15-25	High
6-14	Medium
1-5	Low

Name: Andrew Bours
 Signature: 
 Date: 4/3/12
 2nd Name: Andy Millington
 Signature: 
 Date: 20/3/12

Daneside Theatre Trust Risk Assessment Part 2.

Describe the venue and rooms being used

Daneside Theatre, Backstage area fire safety and evacuation procedures.

A Activity/Task Undertaken or area where there is a potential hazard	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Backstage areas and Fire Exits during an evacuation.	Risk of fire. There are fire doors that open onto the car park.	The Theatre is a no smoking area. The main red curtains on the stage are flame proofed, and act as a safety curtain. There are fire extinguishers located throughout the building, (see plan) these are regularly tested by a competent person / company. No Parking Areas are marked in the car park to prevent cars parking too close to the doors and blocking the fire exits. All escape routes are to be kept clear.	4	2	8	M	Hirers should ensure the no smoking ban is rigorously enforced. There are cigarette bins located at two main entrances to the theatre. All electrical equipment brought into the theatre should be fit for purpose, in a safe condition and have an in date PAT tested sticker. All portable electrical devices owned by the Daneside Theatre must be PAT tested. Adults and stewards are to supervise the car park during fire drill / evacuation. Details of fire procedures are located by the stage managers desk.
Fire exits	There are steps throughout the theatre premises. In one of the dressing rooms, the emergency escape route is a ladder mounted on the building external wall with a 4ft drop.	The Hirer must ensure that there are stewards trained to supervise the public evacuating the theatre. There should be designated adults trained to act as fire stewards to supervise the evacuation of cast members and helpers. Cast members and helpers must be given clear instructions about the fire drill and the hazards involved in an emergency evacuation.	5	2	10	M	In an emergency, everyone using the theatre must be supervised. There is a sign to warn people about the 4ft drop outside the dressing room. The theatre trust advises that a fire drill is carried out on moving into the theatre prior to the performance and this is to be recorded. The general public are to be escorted in the event of an evacuation. Fire stewards should be appointed to ensure each area of the theatre is evacuated during an emergency / drill. A full sweep of the theatre should be carried out, during a fire drill and evacuation.
Arson precautions	Arson attacks to the theatre.	All reasonably practicable measures have been taken to prevent arson attacks to the theatre.	5	2	10	M	A separate risk assessment has been carried out to asses this risk.

Daneside Theatre Trust Risk Assessment Part 3.

Describe the venue and rooms being used

Daneside Theatre, Stage and backstage area, Use of electrical equipment and general compliance with Health and Safety.

A Activity/Task Undertaken or area where there is a potential hazard	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Electrical Appliances.	Risk of electric shock.	All appliances are to be Portable Appliance Tested. Only adults over 18 years old are to use electrical equipment.	5	2	10	M	There is no lone working to be carried out at the theatre. Any electrical working in the theatre by the hirer is the responsibility of the hirer and a specific risk assessment must be compiled by the hirer.
Emergency lights.	Lights fail in an emergency or power cut.	Daneside Theatre to carry out emergency light test and keep records. Emergency torches are provided for stewards.	5	2	10	M	There must always be adult supervision and or stewards supervising when the members of the public are in the building. This is the responsibility of the hirer.
Fire extinguishers.	Fire extinguishers must be checked.	Daneside Theatre to carry out checks.	5	2	10	M	A competent company / person are required to carry out the checks, and this should be recorded.
Gas and electrical appliances,	CO2 leaks, electrical shock.	Daneside Theatre to comply with regulations and keep records.	5	2	10	M	The Daneside Theatre Trust to carry out checks- portable appliance testing, fixed wire tests every 3 years (with visual checks in intervening years), annual gas checks. CO2 detectors have been fitted in the bar area.
Bulbs around the mirror in the dressing rooms.	Risk of electric shock or burns.	Users of the theatre are instructed not to touch the bulbs around the mirror.	5	2	10	M	Anyone Under the age of 18 in the dressing rooms are to be supervised at all times. Only adults over 18 are allowed to replace the light bulbs. The circuit is fitted with a 30 ma RCD.
Using power tools.	Cuts and bruises, trips and falls. Risk of electric shock.	All appliances to be Portable Appliance Tested. Only adults over 18 years to use electrical appliances.	5	2	10	M	There is no lone working to be carried out at the theatre. All power tools that are used on site must have an in date PAT test sticker. Any working in the theatre by the user of the theatre is to be carried out at their own risk.
Workshop area and meter room.	Cuts, bruises, and falls from height and tripping hazards.	The workshop area is to be kept tidy and clear of obstruction to prevent hazards. Good housekeeping is to be maintained by all users of the workshop.	4	2	8	M	There is no lone working in any area of the theatre. There is to be adequate access to all main meters in case of an emergency. This is the responsibility of the Daneside Trust and the users of the theatre.
Scenery and props stored in the storage areas and in the extension.	Scenery / properties falling over, trips and falls. Falling from height, falling objects and manual handling.	Scenery / properties are stored in a safe manner. There is to be no lone working in any areas of the Theatre.	3	2	8	M	Younger cast members are not permitted to access these areas -- only people over 18 years old to use these areas and move scenery. All equipment should be in sound condition and fit for its purpose.

Daneside Theatre Trust Risk Assessment Part 4

Describe the venue and rooms being used

Daneside Theatre, Auditorium, Upper and lower foyer, Porch and bar area.

A Activity/Task Undertaken or area where there is a potential hazard	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Upper foyer - surround and stair banister.	Falls from heights.	Adequate lighting is in place around the theatre. Stewards / adult supervision must be in the theatre at all times.	5	2	10	M	Stewards must be in place to prevent the public society members climbing on the surround. Adults must supervise cast members who are under 18.
Seating and tables in the theatre.	Falls and trips.	Adequate lighting is in place around the theatre, Stewards / adult supervision is in the theatre at all times.	3	2	6	M	There is adequate spacing to allow passage between objects and allow members, helpers and the public to walk in-between the tripping hazards.
In the auditorium there is a gap between the rows of seats.	Falling and tripping hazard.	There is adequate lighting in the auditorium and adult supervision.	3	2	6	M	Stewards must be present in the auditorium during the show to assist in the lowered light conditions. First aiders must be present during the show week. This is the responsibility of the hirer.
Opening windows in the theatre.	There are wide opening windows in the theatre. Falls from heights.	Hirers of the theatre are advised to ensure people do not sit on the window sills.	5	2	10	M	Users of the theatre must be supervised by at all times, especially if under the age of 18. This is the responsibility of the hirer.
Stairs in the theatre and public areas. The floor and stairs inside the entrance to the extension can become slippery when wet.	Falling, slips and Tripping hazards.	There is adequate lighting in the theatre and stewards / adult supervision. There are slip hazard signs available to be put out in wet conditions. There is a large door mat for people to use.	3	2	6	M	The hirer should ensure that stewards are available to assist users of the theatre and the public as required. There is a flat walk around to the auditorium to be used if needed.
The smoking bins.	Fires.	Smokers are to be encouraged to use the bins. The bins are to be emptied on a regular basis.	5	2	10	M	The bins are located outside and are made of metal to reduce the risks. Fire extinguishers are located around the building to extinguish a small fire.

Daneside Theatre Trust Risk Assessment Part 5

Describe the venue and rooms being used

Daneside Theatre, stage and back stage area, rehearsal rooms (extension). dressing rooms and kitchen areas

A Activity/Task Undertaken or area where there is a potential hazard	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Kitchens in the theatre.	Boiling water, sharp objects, glasses and hazardous substances (e.g. cleaning materials)	It is advised that only adults over 18 are allowed to use the kitchen areas, and electrical equipment.	3	2	6	M	Users under the age of 18 are to be supervised at all times by an adult over the age of 18. This is the responsibility of the hirer. All equipment to be Portable Appliance Tested.
Passenger lift	Lift door closes with force enough to knock over or press against a small person.	Hirers of the theatre are to be made aware of this hazard by the Theatre Trust.	3	2	6	M	The lift can be turned off if the hirers of the theatre so require thus eradicating the risk. Persons under 18 should not operate the lift unaccompanied.
Entry / exit at the stage door. Movement from dressing rooms to the stage.	Security of stage door entrance. Trips and falls in corridors.	If the production involves members under the age of 18 it is advised that Adults are to monitor the stage door at all times to maintain security. An adult should ensure correct behaviour of young cast members when moving round the theatre.	3	2	6	M	A signing in and out sheet is to be compiled to maintain a strict understanding of who is in the building / backstage areas at all times. The correct level of supervision should be in place including matrons and suitable adult to child ratios.
Rehearsal rooms / green room and dressing rooms.	Falls from height, tripping hazards, spiral staircase and low ceilings.	Hirers of the theatre are advised to provide supervision at all times, especially if members are under the age of 18. The chairs in the dressing rooms are to be stacked correctly and out of the way so they do not cause obstructions after they have been used.	5	2	10	M	Users of the theatre are told about the hazards before using these rooms. There is adequate lighting in all of these areas. There is a lifting aid to use when moving chairs around the room. There are hand rails on the spiral staircases in the dressing rooms and these should be used when walking down them.
Entry / exit from dressing rooms to / from stage area.	Risk of slip, trip or fall on staircases or in corridors.	There is adequate lighting in these areas. Staircases and corridors to be kept free of obstructions.	3	2	6	M	If the stage area is in a black out the wing lights are to be illuminated. Adequate rehearsal time must be allowed for these circumstances. There must be adequate supervision at all times. This is the responsibility of the hirer.
Shower area and Legionella risks.	Infrequently used water outlets.	These outlets are to be run off for 5 minutes weekly. Tap temperatures are to be taken on a monthly basis to confirm the correct temperatures are being obtained.	5	2	10	M	Testing is the responsibility of Daneside Theatre Trust There are courses that can be attended to make employees aware of the dangers of Legionella and the measures to control the issues.

Daneside theatre trust Risk Assessment part 6.

Describe the venue and rooms being used

Daneside Theatre, Stage and backstage area, Performing on stage and use of the stage and surrounding areas.

A Activity/Task Undertaken or area where there is a potential hazard	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Performing on stage.	Falls from height, (4ft drop at the front of stage). Trips and falls. Heat exertion and other health risks related to performing on stage.	Hirers of the theatre, members and helpers are informed about all hazards before they go onto stage. Hirers of the theatre must complete their own site specific risk assessment to detail any additional hazards present in their show which are not covered by the theatre risk assessment.	4	2	8	M	Cast members and helpers on stage are supervised at all times; any health issues must be dealt with swiftly by a trained first aider. A copy of the hirers risk assessment is to be available to show the Daneside trust representative if required. All of this is the responsibility of the hirer.
Trap doors used to get under the stage; these are located in the wings and the centre of the stage.	Falling down the trap door. One of the trap doors is immediately in front of the stage entrance (on stage left).	Trap door should not be lifted while cast, members or helpers are on the stage area. A second person must be standing by the trap door when it is open, to prevent people falling down.	4	2	8	M	If the trap door is to be used the hirer must undertake an additional risk assessment to prevent injury occurring. A second person must be present when anyone is under the stage or the trap door is in use.
Rehearsals in the theatre auditorium in a black out.	Tripping hazard. Trips and Falls.	During rehearsals involving black out or low light levels, people in the auditorium are advised to remain seated. To prevent trips and falls, hirers should ensure that the auditorium stairs are kept clear and tripping hazards and belongings are removed from the seating areas.	3	2	6	M	The lights are kept at 25%, 50%, 75% or Full power as much as possible to reduce this hazard. Supervision is essential in reduced light conditions.
Use of auditorium by cast members during performances.	Risk of cast members tripping or falling whilst making their way through auditorium and onto stage during performance.	Auditorium stairways to be kept clear of obstructions at all times. Low-level lighting on stairways should be used to aid cast movement down stairways. Adequate Rehearsals must be undertaken to prepare for this situation	4	2	8	M	Stairways are to be checked for obstructions by stewards prior to cast entry. This is to be arranged by the hirer of the theatre in advance. The choice to perform in these conditions is the responsibility of the hirer. The risks should be noted in the society's specific show risk assessment.
Dressing room floor.	There is an uneven floor at the top of the spiral staircase in each dressing room.	There is adequate lighting in the dressing room. Carpet is over the top of this to reduce the trip hazard.	3	2	6	M	Hirers of the theatre must make all users aware of the hazards. There must be the correct amount of supervision at all times. This is the responsibility of the hirer.
Applying make up.	Contamination and spread of diseases. Skin irritation.	It is advised that a different sponge should be used to apply make up to each user.	3	2	6	M	These risks should be taken into account by hirers of the theatre, their own risk assessment carried out and correct procedures put in place.

Daneside Theatre Trust Risk Assessment Part 7,

Describe the venue and rooms being used

Daneside Theatre, Stage and backstage area. Working on stage.

A Activity/Task Undertaken	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Scenery and props on stage and at the side of the stage.	Falling objects, falls and trips. Tripping hazards.	Scenery and props are stored in a safe manner. Hirers of the theatre, members and helpers are informed about all hazards before they go onto stage. The theatre trust advises that the cast etc are walked around the set and talked through the hazards. This is the responsibility of the hirer.	4	2	8	M	All scenery is to be adequately stage weighted down and supervised by the stage crew at all times. There is to be adult supervision at all times if cast members are under the age of 18. Cast members and helpers must be informed about the rules of being backstage and stage etiquette, and are informed about the hazards prior to commencing rehearsal with the set. A specific risk assessment must be undertaken and available should a Daneside Theatre trust member wish to see it. This is the responsibility of the hirer.
Loading lift at the side of stage left.	Falls from height, tripping hazards / falling hazard when lift is partly raised.	Only adults over 18 should operate the lift. While the lift is being used, there must be supervision at all times.	3	2	6	M	A set of steps have been installed to direct the hirers of the theatre, members and helpers around the lift area. Backstage crew to supervise the area while the lift is used. This is to be organised by the hirer of the theatre.
Loading bay door.	Manual handling and falls from height.	Only adults over 18 to operate the loading bay doors. Where possible a second person should be used to lift or lower the door.	4	2	8	M	When the lift is down and the door is open there is to be adult supervision at all times. This is the responsibility of the hirer of the theatre, and should be stated in their specific risk assessment.
Building scenery and working on stage.	Falls from heights, trips and cuts.	Only adults over 18 should be on the stage when the set is being built and / or lighting and sound equipment being set up.	5	2	10	M	There is to be no lone working in the theatre at any time. A specific risk assessment should be compiled for all setting up of the stage area. This is the responsibility of the hirer.
Removal and replacement of the stage extension panels.	Bumped heads, cuts and bruises, trapped fingers, trips and falls. Working in confined spaces.	Care must be taken when accessing the lowered areas under the stage. There is a length of pipe that can be used as a lever when removing and replacing the panels.	3	2	6	M	There is to be no lone working in the theatre at any time. A second person should help when carrying out any possible hazardous tasks. This is the responsibility of the hirer.

Daneside Theatre Trust Risk Assessment Part 8.

Describe the venue and rooms being used

Daneside Theatre, Stage and backstage area. Working on the stage. Lighting box. Under the stage and in the undercroft.

A Activity/Task Undertaken	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Setting up the sound and lighting.	Electric shock, falls from height, trips, falls and manual handling. Working at heights, use of ladders. Lights and / or speakers not properly secured to rigging.	Only adults over 18 with correct skills, training and experience should carry out these activities. There is to be no lone working in the theatre at any time. Lighting and speakers to be properly secured by a competent person.	5	2	10	M	Equipment used is to be Portable Appliance Tested by the Daneside Theatre Trust or the hirer. A second person must be present while anyone is working at heights or using ladders. The lighting technician must ensure there is no one in front or near to the ladders while the lights on the front lighting bar in the auditorium are being set up. This is the responsibility of the hirer.
Setting up and using pyrotechnics.	Electric shock, trips and falls. Burns from the pyrotechnics.	Only competent adults over 18 should set up and/or operate pyrotechnics. Cast members should be made aware of the position of pyrotechnics and when in the show told where they are to be used, and the correct position to stand.	4	2	8	M	There is to be no lone working in the theatre at any time. A specific risk assessment should be compiled for all use of pyrotechnics. This is the responsibility of the hirer.
Working on the fly tower and above the stage.	Falls from height, trips, falls and falling objects.	Only adults over 18 are allowed to climb onto the fly tower, a second or third person is to be used when lifting / lowering cloths etc. When working above the stage area there should be no-one on the stage area.	5	2	8	M	There is to be no lone working in the theatre at any time. A specific risk assessment should be compiled for all setting up of the stage area and is the responsibility of the hirer.
Follow spots, the sound desk and lighting box areas.	Objects falling, trips, falls electric shock and trailing leads. Lowered lighting conditions.	Spotlights are secured on the rostrums, operators made aware of the hazards. Operators to dim lighting when in the lighting box.	4	2	8	M	All members to be supervised, operators to be over 18. All electrical equipment is to be Portable Appliance Tested. The theatre advises that appropriate clothing is worn to operate the follow spots.
Moving the pianos and heavy objects in the theatre.	Manual handling.	Two or more persons to be used in lifting / movement of any heavy objects.	3	3	9	M	If needed, a lifting aid is to be used to move / lift objects. This is the responsibility of the hirer.
Rubbish skips.	Manual handling and the lid falling on the person throwing rubbish in the skip.	A second person used to move the skip and throwing rubbish away.	3	2	6	M	A prop or bracket should be used if one person is throwing rubbish away.
Fixing and movement of lighting, cloths and scenery above the stage.	Falling objects	Lighting, cloths and scenery are to be securely fastened to the bars above the stage. Only competent persons to secure the lighting and sound equipment and bars.	4	2	8	M	Lights must be fastened by safety chains. All persons moving the cloths, scenery and lighting must be supervised. This is the responsibility of the hirer.
Working in confined spaces under the stage and in the undercroft	Bumped heads cuts and bruises.	Care must be taken when accessing the lowered areas in these places.	3	2	6	M	There is adequate lighting in place. There is to be no lone working in the theatre at any time. This is the responsibility of the hirer.

Daneside Theatre Trust Risk Assessment, part 9.

Describe the venue and rooms being used

Daneside Theatre, General areas and fire exits.

A Activity/Task Undertaken or area where there is a potential hazard	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Front of house areas and Fire exits during an evacuation.	Risk of fire and there are fire doors that open onto the car park.	The Theatre is a no smoking area. Curtains in the upper foyer are flame proofed. There are fire extinguishers located throughout the building, (see plan) these are regularly tested by a competent person / company. Areas are marked off in the car park to prevent cars parking too close to the doors and blocking the fire exits. All escape routes are to be kept clear.	4	2	8	M	Hirers should ensure the no smoking ban is rigorously enforced. There are metal cigarette bins located at two main entrances to the theatre. All electrical equipment brought into the theatre should be fit for purpose, in a safe condition and have an in date PAT tested sticker. All portable electrical devices owned by the Daneside Theatre must be PAT tested. Adults and stewards are to supervise the car park at all times during fire drill / evacuation. The fire procedure is located by the stage managers desk.
Lower Emergency exit from the auditorium to the path at the side of the theatre.	Danger of tripping on and uneven pathway down the side of the theatre.	Door steward should warn people leaving by that door of the danger of tripping.	3	2	6	M	There is adequate lighting in this area.
Fire exit in the bar.	8" step at the fire exit in the bar – the drop may cause a trip or fall.	Adequate lighting is in place and stewards are in place to escort members, helpers and the public out of the building.	4	3	12	M	Recommend a sign is installed to identify the hazard, In an emergency evacuation, the bar staff should escort the public out of the bar exit, warn people of the hazard and lead them to the fire muster point
Theatre main entrance	There is a low tripping hazard at the entrance to the theatre in the porch area.	Adequate lighting is in place.	3	2	6	M	Where possible the door should be left open to highlight the tripping hazard, and allow sufficient flow of users.
The opening of all doors in the theatre.	Trapped figures and bumping into doors.	Doors can be wedged open (except fire doors) or have stops / door stops on them. Where possible the doors should be left open to allow suitable flow of the users of the theatre.	2	2	4	L	Stewards and adult supervision is to be present at all times. The theatre auditorium doors must be fastened back at the start and end of the performance and at all times during the interval.

Daneside Theatre Trust Risk Assessment part 10

Describe the venue and rooms being used

Daneside Theatre, General compliance and maintenance work.

A Activity/Task Undertaken or area where there is a potential hazard	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Risk assessments by the hirer. To be kept in a file on site.	Hirer of the theatre recognising hazards and carrying out the correct procedures.	The hirer of the theatre must compile an additional risk assessment identifying any additional risks connected with his show/event which are not covered by this document					The specific risk assessment must be present should a representative of the Daneside Theatre Trust wish to view it. This is the responsibility of the hirer.
Daneside Theatre Trust representatives involved in maintenance, working back stage, lighting, sound, front of house work, stewarding, working in the bar	Cuts, bruises, falls, trips, Electrical work, manual handling and working at height. Working in the backstage area, stewarding and working behind the bar.	All working is to be carried out by a competent person and in accordance with current regulations. Stage managers, stewards and bar staff are to be made aware of hazards throughout the theatre and procedures to be followed in case of emergency evacuation. They are to be in communication with each other throughout the event.	5	2	10	M	There is to be no lone working in the theatre at any times. If there is any doubt about the safety of a process or task that a theatre representative is asked to perform, the representative is to stop and seek advice immediately. Theatre representatives employed by the hirer can ask for a show/rehearsal, or certain activities within a show/rehearsal, to be stopped if they are considered by that representative to be unsafe.
Contractors	Hazards associated with particular tasks undertaken. (to be assessed by the contractor)	All contractors carrying out any work in or outside the theatre must compile a site specific risk assessment, method statement and, if required, provide a training record.	To be assessed by the contractor				This risk assessment, method statement and training records are to be checked by a Daneside Theatre Trust representative.
Using smoke effects.	The possibility of a false alarm	If excessive amounts of smoke are to be used the hirer should ask a representative of the theatre to cover the smoke detectors near the stage, The alarm company will be told so that for the duration of the show, if the alarm is activated, a theatre representative will be contacted instead of the fire brigade direct. If there is a fire, the hirer becomes responsible for calling the fire brigade.	5	2	10	M	If the smoke alarm goes off, the hirer must decide if it a real fire or a false alarm and act accordingly. if the alarm is raised and it is a real fire, the fire brigade must be contacted immediately and the building evacuated. An additional R/A must be undertaken and the procedures to be followed when the detectors are covered clearly stated. It is important that back stage and front of house staff know that, in these circumstances, the fire brigade will not come out automatically.

Daneside Theatre Trust Arson Risk Assessment

Describe the venue and rooms being used

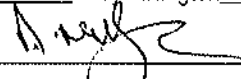
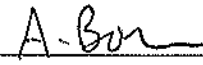
Daneside Theatre action plan to prevent Arson

A Area of concern identified	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Set construction/painting etc in the workshop	Combustible material left out due to poor housekeeping.	Hirers of the theatre are told of the importance of good house keeping to minimise the risk of fires and arson.	5	2	10	M	The Daneside Theatre Trust carry out checks around all theatre areas to ensure good housekeeping is being maintained, if not action is taken.
External bin.	Source of combustible material.	The bin is emptied on a regular basis. The bin is made from metal to help prevent the spread of fire.	5	2	10	M	The Theatre trust is looking into extending the front of the building and consideration is being made to house the bin to reduce the risks.
Gas pipe entering the building	This is a potential weak spot which could be targeted by arsonists.	This has been lagged to strengthen it.	5	2	10	M	It is advised to install an enclosure to prevent damage to the incoming pipe.
Break ins to the building.	Enabling fires to be started by persons.	The theatre has a burglar alarm, this is monitored 27/7 by ADT. The theatre is mostly made from bricks and motor and double glazed glass.	5	1	5	L	There is an indicator fitted to three of the external door to show the person / persons who are locking up that the alarm is set correctly. If the glass is broken the alarm will be set off.
Members of the public hiding in the theatre during a performance,	Enabling fires to be started by persons.	The theatre is supervised by stewards and volunteers at all times during performances.	5	1	5	L	Once the theatre is locked up and the alarm set, if the member of the public entered the alarmed area it would set the alarm off.

Appendix A	
Severity	Value
Death / permanent incapacity / widespread loss.	5
Major injury (as per RIDDOR) / severe incapacity / serious loss.	4
Injury / illness (3 day absence) / moderate loss.	3
Minor injury / illness (first aid only) / slight loss.	2
No or trivial injury / illness / loss.	1

Appendix B	
Likelihood	Value
Almost certain	5
Likely	4
Even chance	3
Unlikely	2
Improbable	1

Appendix C	
Value (v)	Risk Ranking (r)
15-25	High
6-14	Medium
1-5	Low

Name: Andy Millington
 Signature: 
 Date: 20.3.12.
 2nd Name: Andrew Bours
 Signature: 
 Date: 4/3/12

Daneside Theatre Trust Arson Risk Assessment

Daneside Theatre action plan to prevent Arson

A Area of concern identified	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Unauthorised persons gaining access during a rehearsal / performance and hiding in the theatre with the intent to start a fire when everyone has left.	Fires started deliberately causing damage to property.	The theatre is supervised by the society / hirer at all times during the event. The theatre has a burglar alarm; this is monitored by ADT, once the person moved the alarm will be set off. The doors are locked or coded to prevent unauthorised access.	5	2	10	M	There is an indicator fitted to three of the external door to show the person / persons who are locking up that the alarm is set correctly. Hirers of the theatre are given a check list to ensure no one is left in the building and the premises are properly locked. The door code is changed as required to prevent unauthorised access.
Obstructions to Fire exits/ and escape routes.	Prevention of fast evacuation in case of fire. Possible source of combustible materials	A weekly check is carried out to ensure the theatre has adequate evacuation routes and good housekeeping is maintained.	5	2	10	M	These are to be recorded. Hirers of the theatre are informed of the importance of keeping fire escape routes clear at all times.
Availability of Fire extinguishers	Lack of knowledge of whereabouts of extinguishers. Faulty or inadequately maintained extinguishers.	The fire extinguishers in the theatre are serviced by a competent person / company. Positions of the extinguishers are marked on the plan and are available to all hirers.	5	2	10	M	Hirers are told that fire extinguishers can be used to fight small fires, but are there primarily to assist in the evacuation during an emergency situation.
Evacuation of the theatre in case of fire. Uneven pathway at the side and rear of the theatre used to evacuate the theatre in case of fire /arson.	Danger of trips and falls leading to possible obstruction of escape route.	In an evacuation, Hirers of the theatre must supervise cast, helpers and the public at all times. An adequate number of stewards must be on duty to help members of the public. All users must be given clear instructions about the fire drill and the hazards involved in an emergency evacuation.	3	2	6	M	Dressing room supervisory adults should keep a register to use in case of an emergency. The fire assembly point is at the top end of the car park or on Riverside car park (depending which area is deemed to be the safer). The Daneside Theatre Trust tests the emergency lighting and retains a record. This ensures these areas have adequate lighting. This must be at a certain lux level and fit for its purpose, inside and outside of the building.
Security around the theatre	Possibility of break ins and arson attack	There is lighting around the whole premises. The lighting is on a photocell and automatically comes on at a certain Lux level.	5	2	10	M	The external lighting is maintained by the theatre trust on a regular basis. CCTV is being discussed to be installed.
Unauthorised Access to the building	Unauthorised entry by the key pad at the rear glass door	Only societies and people who use the theatre on a regular basis know the code.	5	2	10	M	There is good lighting around the area, and it is supervised. The code is changed as required.

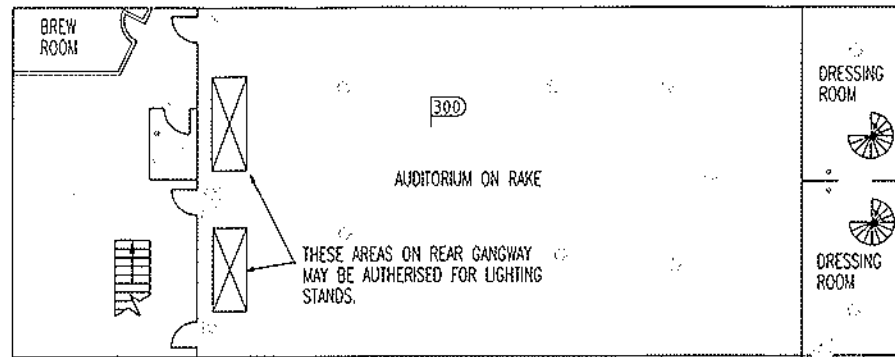
Daneside Theatre Trust Arson Risk Assessment 3

Describe the venue and rooms being used

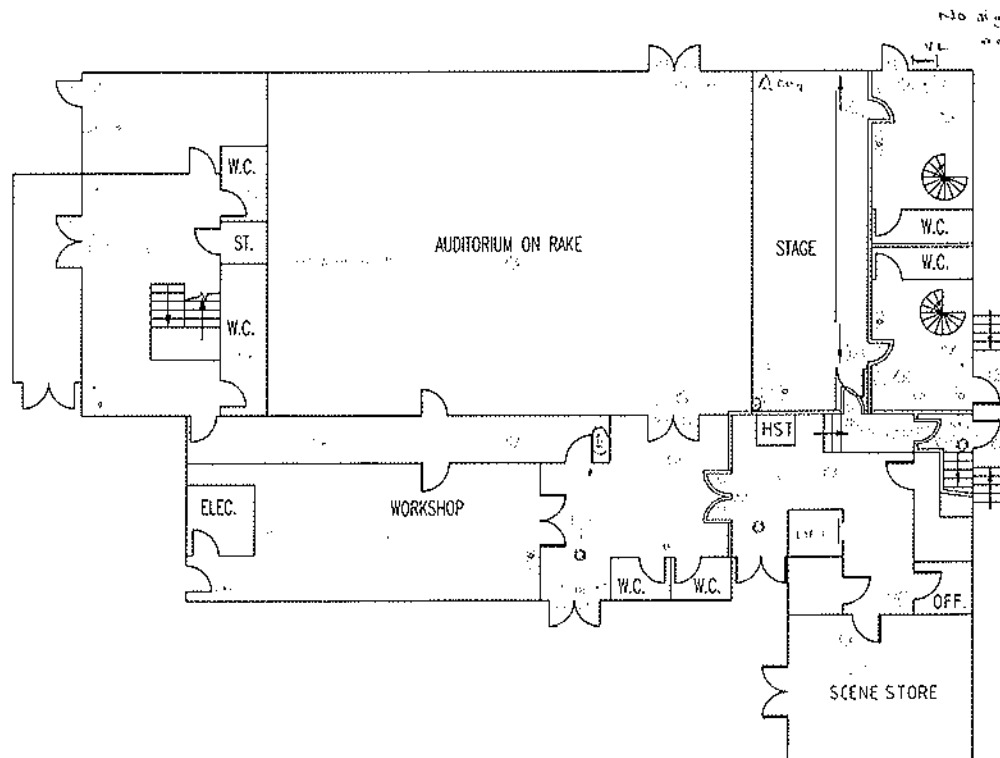
Daneside Theatre action plan to prevent Arson

A Area of concern identified	B Identified Hazards to yourself and others	C Control measures to be implemented	D Severity value	E Likelihood value	F Risk H/M/L		G Further control measures which could be implemented to reduce risk ranking
					(v)	(r)	
Spread of fire within the building.	Spread of fire preventing escape	There are clearly marked fire doors throughout the building to limit the spread of fire. Users of the theatre are instructed to keep the fire doors closed and clear of obstruction. The stage curtains are fireproofed.	5	2	10	M	Regular checks are made to ensure all doors are kept closed. If they are held open for access this is supervised and the door closed as soon as possible
Windows left open.	Spread of fires, additional oxygen and access to the building.	The building is checked by the society / hirer of the theatre who is locking up to ensure the windows are closed.	5	2	10	M	Hirers of the theatre are given a check list to ensure the building is empty and secured properly. This includes checking for open windows. Unauthorised access will set off the alarm and a member of the theatre trust is informed immediately.
Trapped in undercroft / corridor.	Chance of becoming trapped should a fire occurs by the disabled toilets.	The doors are 1 hour fire rated to enable the fire brigade to rescue anyone trapped in this area.	5	2	10	M	The theatre trust are discussing installing an automatic phone to be able to call a member of the trust aware if a person becomes trapped in these areas.
Fire brigade audits.	To identify risks.	This is carried out yearly.	5	1	5	M	If any risks are identified, these are dealt as swiftly as possible by the Daneside theatre Trust.

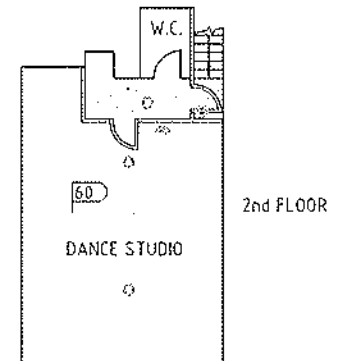
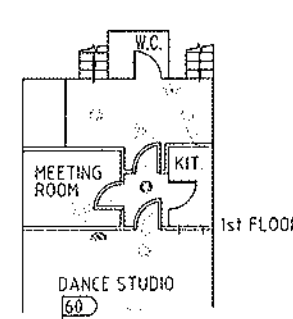
NOTE. FIRE ACTION
 STAGE MANAGERS NOTICE BY
 CALL POINTS ON STAGE
 HOUSE MANAGERS NOTICE
 AT FRONT OF HOUSE
 FIRE ACTION NOTICES
 ADJACENT TO ALL
 CALLPOINTS



UPPER LEVEL



GROUND FLOOR



THIS PLAN FORMS PART OF D17 / 22 CERTIFICATE NO. N/A	
DRAWING NO. C09-1384.DWG	SCALE N.T.S.
DATE 31-1-02	DRAWN CAB
FLOOR G,1,L,2	
DANESIDE THEATRE PARK ROAD CONGLETON CW12 1DP	
REVISIONS CAB 13-5-03 4-6-03	
SHEET 1 OF 1 SHEET(S)	