Shawbury Village Players Risk Assessment and Management Form

Production:

Producer (Responsible for completing this form with the appropriate production team):

Risk Rating Key

1 / 2: Low risk: Needs attention but generally not urgent

3 / 4: Medium risk: Requires action

5 / 6: High risk: Needs immediate action

Please add to the list below

Location of auditions: Dates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of risk** | **Risk rating** | **Current precautions** | **Action required** | **Action completed date & initials** |
| Auditions | Supervision of Children |  | Supervision by 2 adults |  |  |
| Parental consent forms |
| Contact details |
| Collection of children arranged |
| Accidents |  | Availability of first aid book |  |  |
| Availability of mobile phone |
| Emergency contact details of all |
| On site accident report book |
| Clear floor space |  | Non-slip floor |  |  |
| Removal of furniture |  | Appropriate adults lifting heavy furniture |  |  |
| Stage area |  | Use of stairs to access stage |  |  |
| Access |  | Exits indicated to all attending |  |  |

Location of rehearsals: Dates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of risk** | **Risk rating** | **Current precautions** | **Action required** | **Action completed date & initials** |
| Rehearsals | Supervision of children |  | Supervision by 2 adults |  |  |
| Contact details available |
| Collection of children arranged |
| Accidents |  | Availability of First Aid kit |  |  |
| Availability of mobile phone |
| Emergency contact details for all cast |
| On site accident report book |
| Clear floor space |  | Non-slip floor |  |  |
| Removal of furniture |  | Appropriate adults lifting heavy furniture |  |  |
| Stage area |  | Use of stairs to access the stage |  |  |
| Access |  | Exits known to all cast, crew and helpers |  |  |

Location of set: Dates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of risk** | **Risk rating** | **Current precautions** | **Action required** | **Action completed date & initials** |
| Set building | Transportation |  | Vehicle/ Trailer insurance |  |  |
| Fit for purpose vehicle |
| Use of tools |  | Appropriate and safe use of tools |  |  |
| Power tools, cables and plugs checked |
| Erection of flats/ positioning of lights |  | Use of stepladders/ ladders with adult(s) to support |  |  |
| Paints |  | All water based |  |  |
| Accidents |  | Availability of First Aid kit |  |  |
| Emergency contact details for cast, crew and helpers |
| Accident reporting book |
| Lifting |  | Appropriate adult(s) using correct manual handling procedures |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of risk** | **Risk rating** | **Current precautions** | **Action required** | **Action completed date & initials** |
| Set dismantling | Transportation |  | Vehicle/ Trailer insurance |  |  |
| Fit for purpose vehicle |
| Use of tools |  | Appropriate and safe use of tools |  |  |
| Power tools, cables and plugs checked |
| Erection of flats/ positioning of lights |  | Use of stepladders/ ladders with adult(s) to support |  |  |
| Paints |  | All water based |  |  |
| Accidents |  | Availability of First Aid kit |  |  |
| Emergency contact details for cast, crew and helpers |
| Accident reporting book |
| Lifting |  | Appropriate adult(s) using correct manual handling procedures |  |  |

Location of performance: Dates:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category** | **Nature of risk** | **Risk rating** | **Current precautions** | **Action required** | **Action completed date & initials** |
| Performance | Civil action |  | Public liability insurance |  |  |
| Performing rights agreed |
| Alcohol licence obtained if necessary |
| Emergency (fire risk) |  | Fire drill training for all cast, crew and front of house |  |  |
| Evacuation signal agreed |
| Fire drill and evacuation drill carried out |
| Assembly point set |
| Front of house understand their roles during evacuation procedure |
| Backstage crew responsible for fire fighting equipment |
| Stage manager to act as co-ordinator in event of emergency |
| Supervision of children |  | Consent forms completed |  |  |
| Contact details available |
| Supervision by 2 adults |
| Collection arrangements agreed |
| Front of house |  | Adequate supervision for audience |  |  |
| Electrical faults |  | Backstage crew to switch on/ off power |  |  |
| Only backstage crew to access electrical cupboard panels |
| Audience |  | Announcement to audience regarding general housekeeping and evacuation procedures |  |  |