**Faculty of English**

**J E WILSON DRAMA STUDIO**

**General Risk Assessment Form**

|  |  |
| --- | --- |
| Your name, role and contact details (phone & email) |  |
| Name of Group (if applicable) |  |
| Title of Event: |  |
| What are you using the drama studio for? **Please tick**. | Rehearsal(s)  Workshop(s)  Seminar(s)  Presentation  Performance(s)  Other (please state): |
| Proposed event dates & times |  |

All Studio users are required to read carefully and to consent to section 1 and 2, as part of the booking process. Section 3 is left blank (for your completion), for any additional risks particular to any given event.

Describe the activity, experiment or area under assessment:

**1. General Risks**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Significant hazard(s)** | **What could go wrong?** | **Is the risk high, medium or low?** | **Please list the existing and/or intended control measures which will reduce the likelihood of all this happening** | **Suggest any further actions which may be beneficial. Say who will carry them out and when.** |
| **Fire** | Visitors to the building may be unaware of the fire exits / procedure in the event of a fire. | Low | The organisers will receive a health and safety briefing in advance of the event, which covers fire safety.  The event should begin with a brief ‘housekeeping’ announcement, explaining the nearest fire exits and the assembly point.  **Fire exits must be kept clear at all times**. Fire exit notices are available in the Studio and the basement corridor.  **University Security can be contacted on 31818 or 101 an in emergency.** |  |
| **Trip Hazards** | Likelihood of injury | Low | All trailing wires must be secured.  The floor should be kept clear of obstructions and there should be a clearly marked route from the door to the performance area. |  |
| **Illness or Injury** | A member of the audience or group could be injured or be taken ill. | Low | During working hours, qualified first aiders are based in the Faculty and on the Sidgwick site. Contact details for the first aiders, and the first aid boxes, are available at the tea points and in reception, **and in the Drama Studio**\*  Out of hours, an ambulance can be called by **dialling 1999 from an internal phone.** |  |

**2. STUDIO RISKS (Construction and Performance)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Significant hazard(s)** | **What could go wrong?** | **Is the risk high, medium**  **or low?** | **Please list the existing and/or intended control measures which will reduce the likelihood of all this happening** | **Suggest any further actions which may be beneficial. Say who will carry them out and when.** |
| **Working at height, including performing on a raised platform** | Risk of falling and injury to individual(s) and others | Low – high, depending on the exact nature of the work. | The tallescope is kept locked, and will only be available to users who can prove they have completed the required training.  Any person who is intending to use raised staging, or carry out work at a height of over 40cm from floor-level, will need to discuss the nature of the work with the Safety Officer, and agree to ensure that safe measures will be taken to ensure the minimum of risk to the individual(s) and to any other people who may be in attendance. | This includes setting the studio up for a performance (e.g. arranging scenery) as well as the performance itself. |
| **Use of ‘volatile’ materials, e.g. fluids, projectiles, fake snow etc.** | Risk of injury to individual(s) and others | Low - medium | Any use of liquids or thrown or scattered objects during performance must be discussed and possibly rehearsed before use in a public performance.  Any spillages must ideally be non-staining, and the studio must be cleaned and cleared of any debris by the users after each instance. |  |
| **Overcrowding** | Increased likelihood of injury or accident, particularly during darkened performances and especially in the event of an emergency | Low - high | Although the maximum capacity in the Drama Studio is 80 this can be affected by the type of activity taking place. In most cases, performances tend to occupy at least a third of the room. Therefore the **suggested maximum audience capacity for public events is 50.**  Any expectation that an event may exceed these limits, or in the case of users requiring occupation of more than a third of the space i.e activities involving a lot of movement, **must be discussed** in detail when booking. |  |

**3. Risks specific to the event:**

|  |  |
| --- | --- |
| Will anyone in the group be working at height? |  |
| What equipment / props will they be using and are they safe? |  |
| How many people will be attending the event?  (Please list cast/crew/participants/audience numbers) |  |
| Have the users had training in operating the studio equipment safely? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Significant hazard(s)** | **What could go wrong?** | **Is the risk high, medium or low?** | **Please list the existing and/or intended control measures which will reduce the likelihood of all this happening** | **Suggest any further actions which may be beneficial. Say who will carry them out and when.** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Are there any specialist emergency or first aid procedures required?

Are there any Standard Operating Procedures or specialist training required?

Is special monitoring (e.g. hearing test, eye test etc) required?

If yes, please specify and contact Occupational Health

Is any personal protective equipment (e.g. overalls, gloves) required?

**Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Assessor** | **Signature** | **Date** | **Name of Supervisor** | **Signature** | **Date** |

**This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.**