

FPSS Theatre – Risk Assessment	V2
Assessment carried out by: Paul Gale & Lynne Moore	
Date carried out: 07/04/2021	Date of review: 07/04/2022

What are the hazards?	Who might be harmed?	What are you already doing?	Action by who?
<p>Retractable Seating Structure</p> <p>Defective or damaged surfaces and coverings</p> <p>Loose, defective, or damaged anti-slip strip, or handrails</p> <p>Spillages from hot and cold liquids</p> <p>Poor cleaning</p> <p>Failure / collapse of Retractableseating system</p> <p>Manual handling – putting seat backs up and down</p> <p>Manual handling – removal of side panels prior to retraction of seating.</p> <p>Slips, Trips, Falls on Stairway</p>	<p>Staff Pupils Visitors Contractors</p> <p>Various injuries.</p> <p>Back injuries.</p>	<ul style="list-style-type: none"> Retractable seating operation only to be undertaken by school Site Team or trained member of staff (following specialist risk assessment) Area checked prior to operating retractable seating to ensure there are no obstructions or people within close proximity of seating structure. Students only allowed in theatre with adult supervision Regular inspections of seat surfaces, coverings, anti-slip strips, handrails, operational mechanisms and cleaning standards (weekly and after events) Students not allowed to go underneath the seating structure Students not allowed to consume food or drink on seating. Annual maintenance contract for seating system. Training and demonstrations to be given to staff/students on process for putting seat backs up and down Site team to oversee side panel removal Fluorescent anti-slip strip on stair edges Audiences instructed to walk (not run) safely on stairways Students to be supervised accessing the stairways Removable bottom steps to be used to access stairways 	<p>FPSS Site Team for day to day-to-day operations</p> <p>For repairs and annual maintenance - Hussey Seatway</p> <p>Staff/ Adults to supervise students on seating</p>
<p>Flooring</p> <p>Slips Trips Falls</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries. Fractures.</p>	<p>Staff Pupils Visitors Contractors</p>	<ul style="list-style-type: none"> Regular checks of flooring and prompt maintenance of defects Flooring maintained in good condition. Adequate internal lighting during working hours. 	<p>FPSS Site Team for day to day-to-day operations</p>
<p>Liquid spillages /</p> <p>Slips, Falls</p> <p>Cuts / abrasions, muscular skeletal and other physical injuries. Fractures</p>	<p>Staff Pupils Visitors Contractors</p>	<ul style="list-style-type: none"> Supervision of students if liquids are taken into theatre (not to be taken on retractable seating) All spillages to be dealt with immediately and dry mop floors after cleaning initial spillage 	<p>FPSS Site Team for day to day-to-day operations</p> <p>Staff to supervise students in theatre</p>

		<ul style="list-style-type: none"> No food or drink to be permitted on control platform where theatre equipment is located. Wet floor signs to be used when appropriate. Students, visitors etc. to be kept away from spill area during cleaning. Appropriate footwear to be worn. Food and drink products to be disposed of in supplied bins. 	Theatre hirers
Items stored in foyer / walkways. Trips, Falls, Fire risk, Obstructed escape Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Good housekeeping maintained. Gangways maintained between desks in exam situations Ensure bags etc. are not blocking foyer / walkways / stairways Designated storage areas identified 	FPSS Site Team for day to day-to-day operations Staff to supervise students in theatre
Trailing electrical cables Slips Trips Falls Cuts / abrasions, muscular skeletal and other physical injuries. Fractures	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Trailing leads kept to a minimum. Sufficient outlets to support the range of equipment normally used. Use nearest available socket to reduce need for extension leads. Use extension leads and adaptors only where necessary. Use of cable covers (or tape down) where cables are a trip hazard. 	FPSS Site Team for day to day-to-day operations School staff and theatre hirers
Electrical equipment & sockets Electrocution/shock Fire Electrical burns	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Pre-use check of equipment, plug and cable conducted by users. Electrical equipment subject to regular safety inspection and test ('PAT testing'). All tested appliances to be labelled showing date tested / next test date. Fixed Installation testing completed (every 5 years) and any remedial work actioned. Mains powered portable equipment protected by RCD to distribution board, wall socket or leads in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed. System for reporting faults and taking faulty / damaged equipment out of service Theatre hirers equipment to be checked / approved by Site Team 	FPSS Site Team for day to day-to-day operations Electrical contractor for fixed wiring tests School staff Theatre hirers for bought in equipment
Internal ladder gantry access platform Falls from height Cuts / abrasions, muscular skeletal and other physical injuries Broken bones Significant head / multiple injuries	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> Authorised access only permitted – Site Team, Technician team, approved school staff only Ladder lock system locked in place. Gate on platform adjacent to gantry to prevent accidental fall through the hole No access to students Appropriate signage in place Monitor areas to ensure these are kept clear. 	FPSS Site Team for day to day-to-day operations School Staff for student supervision Technicians Theatre hirers

		<ul style="list-style-type: none"> • Adequate lighting available 	
Plant /Storeroom/ Backstage Electrocution, burns	All theatre users Plant maintenance contractors	<ul style="list-style-type: none"> • Authorised access only permitted. • Theatre users/hirers to supervise students/children backstage • Plant, control cupboard and sound/lighting equipment all locked • Monitor areas to ensure these are kept clear. • Adequate lighting available • Theatre props to be stored safely 	FPSS Site Team for day to day-to-day operations Theatre users/hirers
Access / egress Trips, Falls, fire risk, obstructed escape Inadequate lighting of exit routes	Staff Pupils Visitors Contractors Fire evacuation hindered/unsafe access/egress	<ul style="list-style-type: none"> • Adequate space, circulation routes and emergency exits • Entrances and exits are clearly signed and well-lit and kept free from obstructions. • Arrangements in place to ensure access maintained in snowy / icy conditions. • Extent of emergency lighting reviewed considering all areas of school used outside of ambient daylight hours / without natural daylight. 	FPSS Site Team for day to day-to-day operations Theatre users/hirers
Fire Property damage Smoke inhalation Physical injury Burns	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • Fire Evacuation Plan for Theatre – issued to hirers • Storage areas kept tidy. • Staff familiar with evacuation procedure, location of nearest call point and extinguishers • Fire exits and doors checked daily for obstruction / ease of opening. • Fire alarm tested weekly; drills conducted termly. • Fire exits clearly marked and fire evacuation notices posted throughout the theatre. • Firefighting equipment available storeroom and theatre 	FPSS Site Team for day to day-to-day operations School staff Theatre hirers
Use of scaffolding for theatre operations. Defective equipment, collapse of equipment, Falls, falling objects. Inappropriate use of access equipment Overreaching, stretching etc. Uneven floor causing instability. Cuts / abrasions, muscular skeletal and other physical injuries	Site Team Performing Arts Staff Contractors Technicians	<ul style="list-style-type: none"> • Scaffold to be erected only by trained persons utilizing guardrails and kickboards • User to ensure access scaffold is of adequate height, good condition, suitable for task and SWL ensured (safe working load) • Persons using access equipment to wear appropriate footwear (low heeled, non-slip soles) • Brakes must be applied when in use • All users to be trained in work at height. • No lone working when erecting or using scaffold • Height of scaffold to be no more than 3 times base dimension (or in accordance with manufacturer's instructions) 	FPSS Site Team for day to day-to-day operations and maintenance Performing Arts Staff Contractors

		<ul style="list-style-type: none"> • Scaffold to be moved from base only and all obstructions removed prior to moving • Scaffold inspected weekly if it remains in place and after any event likely to have affected its stability. • Reporting procedure in place for identified defective items with prompt removal /remedial action • Floor surfaces suitable to use (firm and even surface) • Scaffold securely stored when not in use to avoid unauthorised use. Remove access ladder. 	
Inadequate lighting / other welfare facilities	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • Full lighting system installed • Supply of drinking water unit in foyer • Adequate welfare facilities/toilets for staff and service users. • Maintained in a clean state. 	FPSS Site Team for day to day-to-day operations Cleaning staff
Air Conditioning/Heating units Legionella, respiratory infection arising from unclean, poorly maintained and un serviced air conditioning units. .	Staff Pupils Visitors Contractors	<ul style="list-style-type: none"> • Maintained in a clean state • Maintenance and service contract in place for air conditioning units including legionella checks • Site team clean vents as and when required. 	FPSS Site Team for day to day-to-day operations Contractors
Damage to Theatre Lighting & Sound Equipment Requiring costly repairs	Equipment damage	<ul style="list-style-type: none"> • Theatre to be kept locked unless booked out by a member of staff/hirer and must be locked after use • Authorised use of equipment only by trained personnel • Platform area (where equipment is located) is locked with access only by authorised users • During theatre hire periods, school approved or qualified technicians to be used • Defect reporting process in place • Insurance cover in place for equipment 	All staff Site Team Performing Arts Staff Theatre hirers