



LEIGHTON BUZZARD LIBRARY THEATRE

Health and Safety Risk Assessment Template and Guidelines

This document contains the following information:

- Overview of Risk Assessment
- Guidelines to completing a Risk Assessment
- Risk Control Measures
- The 5 steps of Risk Assessment in detail
- Leighton Buzzard Theatre template Risk Assessment form
- 5x5 Matrix evaluation grid
- Sample Risk Assessment

Overview of Risk Assessment

Risk Assessments are required by law, and are required as part of Leighton Buzzard Library Theatre's hiring Terms and Conditions and Health and Safety policy. A risk assessment is a careful examination of what could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The law does not expect you to eliminate all risk, but you are required to protect people as far as 'reasonably practicable'.

Listed below you will find a list of all the areas that should be considered when completing your Risk Assessment; though it is not exhaustive and you should add other headings to your Risk Assessment form where necessary. Not all types of hazards listed below will apply to each event or hiring period, but it is important that these have been acknowledged as not applicable to a given event. It is important the Theatre Manager and staff know that certain hazards have been deliberately excluded rather than overlooked.

It is also important to keep your Risk Assessment current and updated as further production details become clear through the production and rehearsal process. It is your responsibility to make the relevant staff aware of any further hazards or control measures implemented right up until the get-out is completed – and that this is documented on or amended to the original Risk Assessment form kept at the Theatre.

Guidelines to completing a Risk Assessment

The five steps to completing a Risk Assessment are:

- Identify the hazards
- Decide who might be harmed and how
- Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Record your findings
- Review the assessment and revise if necessary.

The following terms are used in Risk Assessment and have the following definitions:

Hazard – A hazard or danger is an unsafe action or condition with the potential to cause harm including injury, ill health, damage and/or loss to property, plant, process, product or the environment.

To assess the risk of any activity it is necessary to first identify all the potential hazards. This is often known as a hazard survey.

Risk – The risk or consequence is the harm, loss or damage that might be caused by the potential hazard. Using the 5x5 matrix grid, risk can be given a numerical figure calculated as Likelihood x Consequence.

Existing Control Measures – These are the measures already in place to control any identified hazard and the risk presented. These may be sufficient and no further work will need to be done.

Likelihood – The likelihood is the probability of an incident or harm occurring despite the existing control measure being properly implemented.

Apart from the probability it is also appropriate to consider how great the harm is likely to be and how many people might be affected:

Consequence – The consequence rating is the assessor's judgement of the level of harm and the priority that needs to be given to dealing with it. Apart from harm to the person or persons, the effect on Leighton Buzzard Theatre's overall operations and service must also be taken into account.

Risk = Likelihood x Consequence

Quantification of Risk – This is used to ascribe a numerical figure to a given risk using the 5x5 matrix below. It is a useful tool in assessing risk, especially complex risks, but does not take into account the extended impact of an incident.

Further Control Measures – These are the measures that have been deemed necessary by the assessor in response to increased risk and are in addition to any existing control measures.

Review – Risk Assessments should be reviewed throughout the production period up to and including the time of get-out.

Risk Control Measures

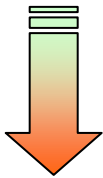
Control Measures are divided into 2 categories: existing Control Measures and further Control Measures. Existing Control Measures include things such as fixed warning signs, security locks and standard fire fighting equipment. Further Control Measures include things such as additional warning signs (such as for strobe lighting), lock boxes for pyrotechnics, additional garment rails to avoid items creating a trip hazard on the floor and so on.

In many instances, existing Control Measures will be considered sufficient and adequate, but it is precisely this that the Risk Assessment should highlight. Further Control Measures are decided on the scale of the risk (Consequence x Likelihood) compared to the level of existing Control Measures, and should be 'reasonably practicable'. The Health and Safety Executive states:

“so far as is reasonably practical means that the degree of risk in a particular activity or environment can be balanced against the time, trouble, cost and physical difficulty of taking measure to avoid the risk. If these are so

disproportionate to the risk that it would be unreasonable for the people concerned to incur them to prevent it, they are not obliged to do so. The greater the risk, the more likely it is that it is reasonable to go to very substantial expense, trouble and invention to reduce it. But if the consequences and the extent of the risk are small, insistence on great expense would not be considered reasonable.”

There is also an accepted hierarchy of risk controls to aid the Risk Assessor in establishing which Control Measures might be put in place first. These are in order of desirability (where practical) from top to bottom:



- Eliminate hazard at source (eg, turn off equipment)
- Reduce hazard at source (eg, tape down cables)
- Prevent Contact (eg, lock pyrotechnics in metal box)
- Systems of work (eg, crew have manual lifting training)
- Personal protective equipment - PPE (eg, hard hats, hi-vis clothing)

The essence of successful Control Measures is that whatever has been put in place to remove or mitigate risk, we must be able to show what is was through Risk Assessment documentation.

The 5 steps of Risk Assessment in detail

Using the information and guidelines above, you should now be able to follow the process of a Risk Assessment

1. Identify the hazards

Possible hazards to be considered must include but are not limited to:

Control of Substances Hazardous to Health (COSHH)
First Aid provision
Provision and use of equipment (eg, hand tools & machinery, PAT testing)
Manual Handling
Noise
Fire Risk & Evacuation procedures
Control of Asbestos
Security (eg, trespass, theft etc)
Lone Working
Working at Height
Prevention of slips, trips and falls
Erection and breakdown of sets and other stage equipment

2. Decide who might be harmed and how

This will generally be restricted to cast, crew, Theatre staff and the public but other visitors eg contractors may need to be considered depending on the circumstances.

3. Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.

Use the 5x5 matrix (below) to quantify the risks involved in for any identified hazard – when measured against existing Control Measures. From this you should decide whether Further Control Measures need to be implemented.

When using the 5x5 matrix, remember to ground your assessment in reality! For example, it would be possible for a trip on a level surface to result in a broken neck, but by far the most likely consequence would be minor bruising.

It is also worth noting that the purpose of Control Measures is to reduce risk. Overly complex Control Measures may, in fact, create new risks! Find the simplest, effective Control Measure you can.

4. Record your findings

Complete the Risk Assessment form (below), making sure the records show:

- Date undertaken and specific hiring period / show assessed
- Name of assessor (s)
- Activity, equipment, people etc
- Hazards, their risks and rating
- Existing and additional mitigation measures
- Person responsible for review and when this will be completed

5. Review the assessment and revise if necessary.

Risk Assessment regulations require review when “there is reason to suspect that it is no longer valid” or “there has been a significant change in the matters to which it relates”. Though it is recommended to review on a regular basis – and always following any accidents / near misses, or when someone spots a problem. The Theatre Management are empowered to challenge any part of the Risk Assessment where it is felt unsafe conditions still exist or risks haven’t been adequately identified/controlled.

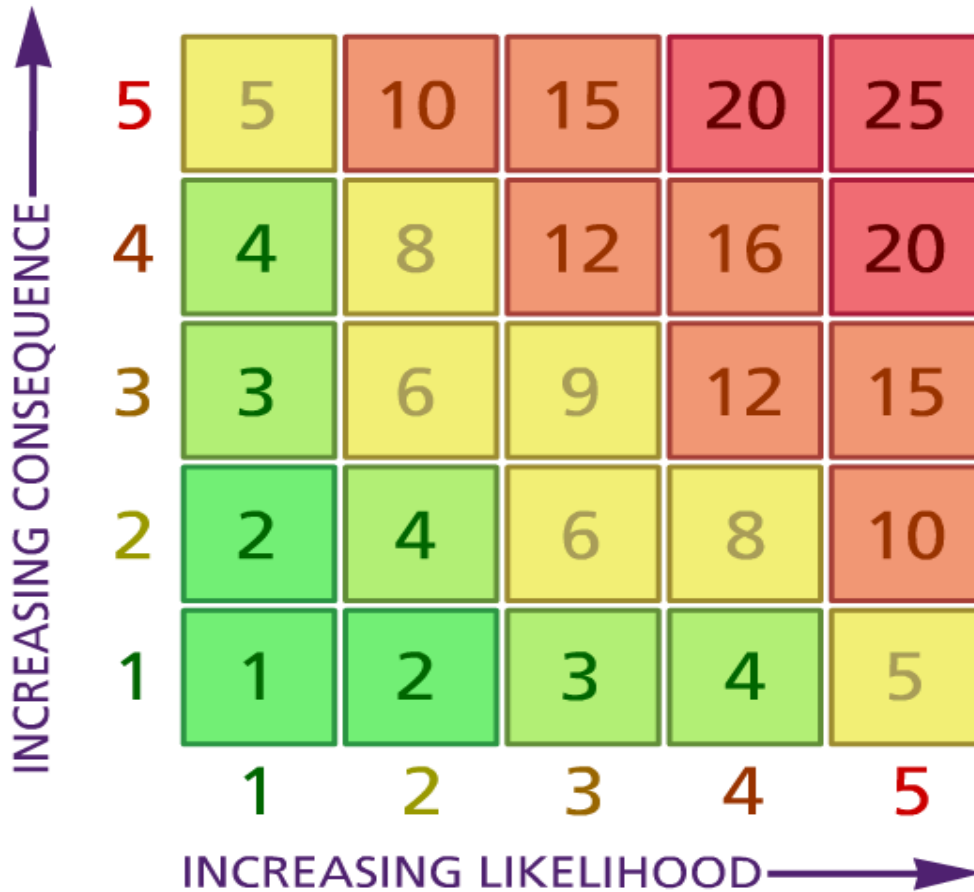
Leighton Buzzard Library Theatre Risk Assessment form

Please use the below form as the format for your risk assessment, adding additional headings or extra pages where necessary. Please refer to the reference list of hazards on page 3 (above).

Event Name, Hiring Group and Hiring Dates	Assessor's Name & Signature	
Date of Assessment	Proposed Date of Review	Page ____ of ____

Hazard	Consequences & People at Risk	Existing Controls	Consequence	Likelihood	Total Risk	Further Controls (if necessary)	Consequence	Likelihood	Residual Risk	Further Actions or Comments

Risk Assessment Matrix (5X5)



17-25 Unacceptable

Stop activity and make immediate improvements

10-16 Tolerable

Look to improve within specified timescale

5-9 Adequate

Look to improve at next review

1-4 Acceptable

No further action, but ensure controls are maintained

Likelihood

- 1 = Very unlikely – there’s a 1 in a million chance of it happening
- 2 = Unlikely – there’s a 1 in 100,000 chance of it happening
- 3 = Moderate – up to 3 days absence
- 4 = Major – more than 3 days absence
- 5 = Catastrophic = death

Consequence

- 1 = Insignificant – no injury
- 2 = Minor – minor injuries needing first aid
- 3 = Fairly likely – there’s a 1 in 10,000 chance of it happening
- 4 = Likely – there’s a 1 in 1,000 chance of it happening
- 5 = Very likely – there’s a 1 in 100 chance of it happening

Remember. Be realistic!

Sample Risk Assessment

Event Name, Hiring Group and Hiring Dates A Great Night Out, LB Invisible Theatre Co. 25 – 30th July 2012		Assessor's Name & Signature Mr R.I. Sky	
Date of Assessment 1st July 2012	Proposed Date of Review 7th July then weekly until week of show.	Page __1__ of __2__	

Hazard	Consequences & People at Risk	Existing Controls	Consequence	Likelihood	Total Risk	Additional Controls (if necessary)	Consequence	Likelihood	Residual Risk	Further Actions or Comments
Lone Working during fit up – 25 – 27th July	Danger of accidents and immobility to crew members goes unnoticed		4	2	8	Crew Members will use Theatre Walkie Talkie and check in with Building Caretaker no less than hourly.	3	2	6	
Working At Height throughout hiring period	Danger of falling from ladder or falling equipment on crew	All crew using ladders have been trained in WAH.	4	2	8	A first aider is always present for fit up and performances	3	2	6	
Equipment	Possible electrical fires or shocks	All equipment brought in has PAT test certificate within 12 months	2	1	2					Equipment brought in: Dry Ice machine, Synthesiser and electric screwdrivers
Full Capacity of Cast and Crew Backstage	Slower Evacuation. lots of bags/coats in backstage areas may create trips	Existing policy is to brief all cast and crew on evac. procedures pre-show.	2	4	8	Extra garment rail will be put in meeting room to hang bags. Dressing rooms clearly designated	2	1	2	

Hazard	Consequence & People at Risk	Existing Controls	Consequence	Likelihood	Total Risk	Additional Controls (if necessary)	Consequence	Likelihood	Residual Risk	Further Actions or Comments
Slips trips and falls on stage – performers drink lots of water which sometimes gets spilt	All cast could possibly slip over on stage	Non-slip flooring used	2	4	8	Stage crew have mops ready and will mop between numbers	2	2	4	
Production now requires strobe lighting throughout	All audience members, cast and crew could be sensitive and/or provokes seizure		4	3	12	Signage throughout foyer and pre-show announcement	4	2	8	This item was added during review on 1st June 2009