

Georgian Theatre Royal

RISK ASSESSMENT FORM

Location Georgian Theatre Royal

Production name Guided Tours

Dates 18th April 2013

Hazard Identification Reference

(a) Confined Spaces	(b) Working at Height	(c) Striking by mobile platform	(d) Trip or Slip	(e) Collapse	(f) Manual Handling	(g) Electrical	(h) Hazardous Substances	(i) Radiation	(j) Noise & Vibration	(k) Fire	(l) Explosion	(m) Others
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Severity (S)

Likelihood (L)

Risk Factor (R)

S x L = R

1 Negligible - all in a day's work	1 Improbable	<4 Risk may need to be controlled	LOW
2 Minor - minor injury with short term effect	2 Remote – unlikely	4-6 Risk must be controlled	MEDIUM
3 Severe - major injury/disability (reportable)	3 Possible - may or could well occur	7-9 Hazard must be controlled	HIGH
4 Extreme – fatal	4 Probable - expected to occur, several times	>9 Hazard must be avoided	VERY HIGH

People at risk

V = Staff/Volunteers : A = Audience/Visitors

Hazard Ref.	Hazard Description	People at risk	Initial Assessment			Control Measures	Residual Risk			Action/Comments
			S	L	R		S	L	R	
d	SLIPS AND TRIPS: Slips and trips outside or inside the building. Risk of falling down stairs.	V & A	2	3	6	All staff and volunteers ensure a good standard of general housekeeping is carried out. All areas are well lit, including stairs. All step edges inside the main building are marked with white tape or paint. Guides are trained to warn people about steep and uneven steps and outside weather conditions at various points on the tour.	2	2	4	

a	USE OF LIFT: Potential of overloading and getting stuck in the lift.	V & A	1	3	3	We have a strict policy and notices on the inside of the lift to prevent overloading. All Staff and volunteers are trained to listen out for the emergency alarm from the lift and the procedure to follow if it is heard. Staff Members trained in doing emergency wind down or evacuation of lift.	1	2	2	
b	HEIGHTS: Risk of falling from gallery or from the front of the stage.	A	3	2	6	All staff and volunteers are told to advise people against leaning over the front of the gallery. During the day a rope is deployed to avoid people falling from the front of the stage. Tour guides supervise the people in their tour party at all times.	3	1	3	
a	ENCLOSED SPACES: Risk of injury from people rushing either downstairs or into small passageways.	A	2	2	4	Tour Guides warn people to take care when going through closed doors and into enclosed spaces.	2	1	2	
k	FIRE: If trapped, Staff, Volunteers and Visitors could suffer fatal injuries from smoke inhalation/ burns.	V & A	4	3	12	Fire risk assessment has been completed and adequate fire safety measures are in place. Fire alarms serviced and tested regularly. Fire extinguishers serviced and checked regularly. Regular checks made to ensure escape routes and fire exit doors are not obstructed. All tour guides trained in emergency procedures and what to do in the event of an emergency.	4	1	4	

g	ELECTROCUTION: Staff, Volunteers or Visitors could get electric shocks or burns from using faulty electrical equipment.	V & A	4	2	8	All new equipment is checked before first use to ensure there are no obvious accessible dangerous moving parts or siting of the equipment does not cause additional hazards. Staff and volunteers are encouraged to spot and report any defective plugs, discoloured sockets or damaged cable / equipment. Defective equipment is taken out of use safely and promptly replaced or repaired. Electrical installation is tested at a regular frequency. Portable equipment is PAT tested at an appropriate frequency. Only experienced and competent staff install and connect electrical equipment. Visitors are reminded not to touch electrical items seen around the theatre.	3	1	3	
a	LOW CEILINGS: Staff, Volunteers or Visitors could bang their heads on various low ceilings throughout the building.	V & A	2	3	6	Tour guides advise tour parties to mind their heads when going into any areas with low ceilings. Mind your head signs are displayed in prominent positions at all locations with a low ceiling.	2	2	4	
m	MACHINERY: Staff, Volunteers or Visitors could trap parts of their anatomy in various demonstration models of stage machinery.	V & A	3	3	9	Tour guides demonstrate the stage machinery but request visitors not to touch such items as the candle winch or the fast trap mechanism as these are dangerous and can cause injury. The fast trap mechanism is locked off so it can not be used accidentally.	3	1	3	

Completed by: **Antony Wilcock (Production Manager)**Date: **18th April 2013**Copies to: **Warnock Kerr (Chief Executive), Jo Mawhinney (Office Manager), Sarah Comerford (Communications Officer), Ed Frizell Shackley (Duty Manager), Shop and Museum, General Files, Website.**