# Instructions on how to use this Risk Assessment Form

Activity: The activity being carried out for the performance, eg. Use of Strobe machine

Hazard: the specific risk arising from the activity, eg. Epileptic seizures

Persons at risk: Who is directly affected by the hazard, eg. Audience, Cast, Crew

Control Measures: The method of controlling the hazardous activity, eg. Warn customers when purchasing tickets of strobes in the performance + ensure strobe is operated to within current safety parameters + placing signage at the entrance to the auditorium, ensure actors are comfortable with strobes on stage and no-one suffers from epilepsy

Likelihood: probability of event occurring

Severity: Level of injury

Risk: Calculated using likelihood x severity, indicates the level of risk to those exposed to the hazard

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | Likelihood | | | | |
|  |  | 1 | 2 | 3 | 4 | 5 |
| Severity | 1 | 1 | 2 | 3 | 4 | 5 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 5 | 5 | 10 | 15 | 20 | 25 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Likelihood multiplied by Severity = Risk Rating** | | | |
| **Likelihood** | **Severity** | **Risk Rating** | **Action** |
| 5 = Inevitable | 5 = Fatality / Major   Injury | Over 20 | **Intolerable Risk** – Activity not permitted under any circumstances |
| 4 = Highly Likely | 4 = ‘Over 3 Day   Injury’ \* | 15 – 19 | **Substantial Risk** – further control measures required |
| 3 = Possible | 3 = Possible hospital   treatment required | 10 – 14 | **Moderate Risk** – Further control measures advisable |
| 2 = Unlikely | 2 = First Aid may be   required | 6 – 9 | **Tolerable Risk** – Allowable Activity (preferred level) |
| 1 = Highly   unlikely | 1 = Unlikely to cause   harm | 1 – 5 | **Trivial / Insignificant** – Low Risk (Preferred level) |

\* An over-3-day injury is one which is not "major" but results in the injured person being away from work OR unable to do their full range of their normal duties for more than three days.

Worked example of the use of a Snow Machine:

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| --- | --- | --- |
| Name of Company:  JOE BLOGGS PRODUCTIONS | Venue:  SOMEWHERE NEW TO ME | Risk assessment completed by  (Incoming Company)  Name: JOSEPH BLOGGER  Position: WINDOW CLEANER |
| Name of Show:  MYTHICAL CREATURES  **SAMPLE** | Date of Assessment:  SOME POINT IN THE PAST | Risk assessment received by  (In house technician)  Name: Position: |

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| **Activity** | **Hazard** | **Persons at risk** | **Risk Rating** | | | **Actions to reduce risk** | **Revised RR** | | | **Notes** |
| **L** | **S** | **RR** | **L** | **S** | **RR** |
| Use of snow Machine | Snow fluid getting into eyes | Performers / crew on stage | 3 | 3 | 9 | -Brief performers and crew not to look up when snow machines in operation  -Have eyewash on location | 2 | 2 | 4 |  |
|  | Electrocution | Crew | 2 | 5 | 10 | -Ensure unit is isolated from mains when refilling or troubleshooting  -Ensure crew responsible for running snow machine understand its working principles | 1 | 5 | 5 |  |
|  | Wet floor-  Slipping / falling | Performers / Crew on stage | 4 | 3 | 12 | -Ensure that stage is mopped and allowed time to dry before any movement based action takes place  -brief performers and stage crew about possibility of wet floor  -Leave lighting rig on during interval or when tabs are in to hasten the evaporation of snow fluid | 2 | 3 | 6 |  |

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| --- | --- | --- |
| Name of Company: | Venue: | Risk assessment completed by  Name:  Position: |
| Name of Show: | Date of Assessment: | Risk assessment received by  (In house technician)  Name: Position: |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazard** | **Persons at risk** | **Risk Rating** | | | **Actions to reduce risk** | **Revised RR** | | | **Notes** |
| **L** | **S** | **RR** | **L** | **S** | **RR** |
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Insert rows as required