

Instructions for Creating a Risk Assessment

Purpose: *This Google Sheet is to facilitate the identification of any hazards that your production is creating, and an assessment of the risks associated. Once fully completed and approved by Basement, the two tabs in green ('Production Information' and 'Risk Assessment') should be printed, signed, and affixed to the appropriate hazard register board.*

**** Note:** *If you are accessing this document through our website, you'll only be able to view it as a PDF. To request a version you can edit, please email the Technical & Facilities Manager. ***

- * First instruction: Don't Panic! This can seem like an overwhelming document to fill in, so just take your time and work through it gently! Trigg is always available to help you with any questions or concerns, and nobody is going to shut it all down if you muck up!
- * Work through the tabs from left to right - using 'Matrix and Guidelines' as a reference when assessing risks.
- * Begin with 'Production Information,' inputting all of the information about your production. There are notes in some cells that further explain what is being requested of you - make sure to check these if unclear about what information is required.

Then move to the 'Hazard Identification' tab. Go through these lists carefully, and select anything that may be relevant to your production, even those that are very low-risk. If there is something unique to your production that isn't on the list, use the blank spaces at the end of the lists to type in that hazard (ensuring to also tick the box).
- * Once you have selected anything and everything, move to the next tab: 'Risk Assessment'. This is the vital page!

Use the drop-down menu in the "Hazard" column to list all of the hazards that you identified on the previous tab. This drop down menu will allow you to list your hazards in your preferred order, and means that nothing is accidentally missed. There are two examples at the top of this page, in grey italicised text.
- * Once you have selected a hazard from the drop-down menu, it will be removed from this list. This will also create a small red error triangle in the cell - you can ignore this. Keep adding all of your hazards until there is nothing left on the list.

You can now start completing this table, which has three main sections. The first section is for describing the existing hazard in more detail, and assessing the risk that it creates. Using the 'Details' column, add some more specific information about the hazard. The 'Potential Harm' column is where you describe what damage/injury/effect this hazard could cause. Finally, you need to create a Risk Rating. This is done by selecting the Likelihood and Impact of the risk from the drop-down menus. Use the 'Matrix and Guidelines' tab as a reference if you are unsure how to rate something. Your Risk Rating for this hazard will be automatically generated, and once again the 'Matrix and Guidelines' tab will help you interpret these ratings if you need. Please note that this first section is for assessing hazards **without** any controls in place, including any that have been implemented prior to your arrival at Basement.

If your Risk Rating is 'Very Low,' there is no need to add any more information in the remaining columns - however including more details about any controls in place is encouraged. If your Risk Rating is 'Low' or higher, you will need to implement some controls to reduce the risk involved in this hazard - and this is what the second (green) section of the table is for. Enter the type(s) of control(s) used in the first column; either **E (Eliminate)**, or **M (Minimize)**. When implementing controls, the priority is to try to eliminate the risk so far as is reasonably practicable. If it is not reasonably practicable to eliminate the risk, you must minimise it as much as possible - by reducing the likelihood and/or impact of the risk. The next columns are for describing all of the actions taken and controls in place; who was/is responsible for implementing these controls; and the date on which this occurred.

Finally, the third section is where you can recalculate the Risk Rating of your hazard with the controls in place. Describe any potential risks that still remain after the controls, and enter the new Impact and Likelihood ratings. All final Risk Ratings should be lower than 7 (Low or Very Low). Any hazard with a Risk Rating above 19 (Very High) should be immediately stopped and the Technical Manager consulted. If the rating is Moderate or High, discuss with the Technical Manager what further controls could be put in place.

Once all of your hazards have been comprehensively assessed and all of your Production Information has been inputted, the Technical Manager should receive this document for approval. They will then print the Production Information and Risk Assessment pages to be signed by the appropriate people. This document should then be pinned the appropriate hazard information board. If you are printing it yourself - remember to just print the two green tabs!

Production Hazard Identification and Risk Assessment

BASEMENT
THEATRE

The Basement Theatre

Production Name:		Name of Assessor:	
Venue:	(Select)	Assessment Date:	

Performance Details

Show Date(s):		Show Type:	(Select)
Start Time:		Run Time:	

Production Details

Seating Configuration:	(Select)	Pack In Start:	DATE	TIME
Capacity:		Pack Out Start:	DATE	TIME

Personnel & Contacts

Show Producer:	NAME	PHONE	Operator:	NAME	PHONE
Stage Manager:	NAME	PHONE	Fire Warden:	NAME	PHONE
Performers:	<i>Please note the allocated Fire Warden is responsible for the safe evacuation of the cast and crew in the event of an emergency, and therefore must be present for the full duration of all performances.</i>				
Show Crew:			Pack in/out crew:		
Show Contact Procedure:					

Agreement:	By signing below, I indicate that the attached risk assessment document is an accurate representation of the production and all associated activities. I understand my responsibilities; both those assigned to me in the process of hazard mitigation, and for the overall health & safety during the course of the production. If necessary, I will ensure all persons identified in this document are aware of and agree to their responsibilities. If any changes are required throughout the course of the production, I agree to inform the Technical Manager and, where necessary, update this document to reflect these changes.				
Show Producer:		Operator/Stage Manager:		Basement Technical Manager:	
Signed:		Signed:		Signed:	
Date:		Date:		Date:	

Hazard Identification

*Note: this is NOT a list of things that are banned/illegal/cancelled at Basement! They are just things that need to be identified.
Check the boxes for all hazards that apply from the list below; add any extras in the blank spaces and then check that box*

Construction / Pack In	
Sudden loud noise	<input type="checkbox"/>
Prolonged noise	<input type="checkbox"/>
Dust	<input type="checkbox"/>
Heat/cold	<input type="checkbox"/>
Any other environment hazard	<input type="checkbox"/>
Heavy objects	<input type="checkbox"/>
Large objects	<input type="checkbox"/>
Sharp or rough objects	<input type="checkbox"/>
Glass	<input type="checkbox"/>
Wood work	<input type="checkbox"/>
Metal work	<input type="checkbox"/>
Scaffolding	<input type="checkbox"/>
Welding	<input type="checkbox"/>
Cutting materials	<input type="checkbox"/>
Sanding	<input type="checkbox"/>
Grinding	<input type="checkbox"/>
Painting	<input type="checkbox"/>

Technical / Set / Props	
Non-Basement lighting equipment	<input type="checkbox"/>
Non-Basement sound equipment	<input type="checkbox"/>
Non-Basement power distribution	<input type="checkbox"/>
Lights on booms	<input type="checkbox"/>
Cables on the floor	<input type="checkbox"/>
Low hanging lights or speakers	<input type="checkbox"/>
Other rigging hazard	<input type="checkbox"/>
Lasers	<input type="checkbox"/>
Strobe	<input type="checkbox"/>
Practical lights	<input type="checkbox"/>
Non-standard lighting	<input type="checkbox"/>
Floor lights	<input type="checkbox"/>
Non-standard electrical equipment	<input type="checkbox"/>
Non-Basement electronics	<input type="checkbox"/>
Any other electrical hazards	<input type="checkbox"/>
Set rigged from grid	<input type="checkbox"/>
Angled or uneven surface	<input type="checkbox"/>

Performance / Audience	
Use of trap door	<input type="checkbox"/>
Sudden or extremely loud noise	<input type="checkbox"/>
Prolonged loud noise	<input type="checkbox"/>
Firearms / gunshot	<input type="checkbox"/>
Any other sound hazard	<input type="checkbox"/>
Performer at heights	<input type="checkbox"/>
Acrobatics	<input type="checkbox"/>
Prolonged repetitive movements	<input type="checkbox"/>
Dance	<input type="checkbox"/>
Children (under 18)	<input type="checkbox"/>
Animals	<input type="checkbox"/>
Nudity	<input type="checkbox"/>
Lifting or carrying	<input type="checkbox"/>
Human fluids	<input type="checkbox"/>
Fight sequences	<input type="checkbox"/>
Riding	<input type="checkbox"/>
Costume reduces movement	<input type="checkbox"/>

Hazard Identification

Basement Theatre Risk Assessment Template - Website Version

Other hazardous task	<input type="checkbox"/>
Use of hand tools	<input type="checkbox"/>
Use of electric/battery powered tools	<input type="checkbox"/>
Nail guns	<input type="checkbox"/>
Compressed air	<input type="checkbox"/>
Plant or machinery	<input type="checkbox"/>
Use of MDF or other composite	<input type="checkbox"/>
Glues or adhesives	<input type="checkbox"/>
Paints	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>
Fibreglass	<input type="checkbox"/>
Other hazardous material	<input type="checkbox"/>
Platform above 400mm	<input type="checkbox"/>
Use of outdoor area for construction	<input type="checkbox"/>
Working outside at night	<input type="checkbox"/>
Any other pack in /pack out hazard	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Slippery surface	<input type="checkbox"/>
Steps or ramps	<input type="checkbox"/>
Drapes	<input type="checkbox"/>
Flammable materials	<input type="checkbox"/>
Confined spaces	<input type="checkbox"/>
Scaffolding	<input type="checkbox"/>
Moving scenic pieces	<input type="checkbox"/>
Any other set hazard	<input type="checkbox"/>
Naked flame	<input type="checkbox"/>
Water on stage	<input type="checkbox"/>
Dust / allergens	<input type="checkbox"/>
Sharp objects	<input type="checkbox"/>
Weapons	<input type="checkbox"/>
Anything dropped from above onto the stage	<input type="checkbox"/>
Chalk	<input type="checkbox"/>
Food / liquids other than water	<input type="checkbox"/>
Glass / other breakable	<input type="checkbox"/>
Animal tissue	<input type="checkbox"/>
Rugs/carpets/mats	<input type="checkbox"/>

Costume reduces vision	<input type="checkbox"/>
Over / under-heating	<input type="checkbox"/>
Bare feet	<input type="checkbox"/>
Non-standard costume material	<input type="checkbox"/>
Body paint	<input type="checkbox"/>
Any other costume hazard	<input type="checkbox"/>
Covering of exits	<input type="checkbox"/>
Non-standard seating configuration	<input type="checkbox"/>
Use of Fire Exit	<input type="checkbox"/>
Any other venue hazard	<input type="checkbox"/>
Low ceiling height for audience	<input type="checkbox"/>
Mobile audience	<input type="checkbox"/>
Audience participation	<input type="checkbox"/>
Any other audience hazard	<input type="checkbox"/>
Rostra above 400mm	<input type="checkbox"/>
Anything dropped onto or thrown into the audience	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Hazard Assessment Matrix					
LIKELIHOOD	IMPACT				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Death or Serious (5)
Highly Likely (5)	5 (Low)	10 (Moderate)	15 (High)	20 (Very High)	25 (Very High)
Likely (4)	4 (Low)	8 (Moderate)	12 (High)	16 (High)	20 (Very High)
Possible (3)	3 (Very Low)	6 (Low)	9 (Moderate)	12 (High)	15 (High)
Unlikely (2)	2 (Very Low)	4 (Low)	6 (Low)	8 (Moderate)	10 (Moderate)
Highly Unlikely (1)	1 (Very Low)	2 (Very Low)	3 (Very Low)	4 (Low)	5 (Low)

Impact Guidelines	
Negligible	<ul style="list-style-type: none"> This hazard will cause very little to no harm to people or property.
Minor	<ul style="list-style-type: none"> Minor injury or discomfort, basic First Aid required. Some cleaning or repainting of venue required. Incident report completed and filed internally.
Moderate	<ul style="list-style-type: none"> Moderate injury (cut, large graze, deep tissue, discomfort to the senses, temperature extremes) requiring medical treatment. Minor damage to the venue or equipment, repairs to property required. Incident report completed and passed to Operations Manager for investigation. Production is stopped.
Major	<ul style="list-style-type: none"> Singular serious injury (concussion, deep cuts, broken limb, crush injury, hearing or vision damage, burns) requiring hospitalisation. Significant damage to the venue or equipment, financial and/or time costs to repair property. Trauma or other psychological/mental health impact on an audience member. Incident report completed and WorkSafe involved with possibility of prosecution. Disruption to season and ticket sales, potential media coverage.
Death or Serious	<ul style="list-style-type: none"> Fatalities and/or multiple serious injuries requiring hospitalisation. Permanent and compromising damage to the venue or equipment, disruption to structural or electrical integrity requiring urgent and immediate repair. Serious disruption to season and other productions across the venue. WorkSafe investigation with probable prosecution. Significant media coverage compromising the Basement Theatre as well as the producing company.

Likelihood Guidelines	
Highly Unlikely	This hazard may create harm in exceptional circumstances.
Unlikely	This hazard is unlikely to cause harm
Possible	Without further action, this hazard could create harm
Likely	This action is likely to lead to harm without further control
Highly Likely	If this action proceeds without control, the potential harm is almost certain

Rating Guidelines	
Very Low	Acceptable as is, no further action required
Low	Acceptable but consider further controls
Moderate	Controls required
High	Immediate and strict controls required
Very High	Process should be stopped immediately, consult TM

<h2 style="margin: 0;">Production Hazard Identification and Risk Assessment</h2> <p style="margin: 0;">The Basement Theatre</p>	
---	--

Production Name:	Le Basement XXXmas Cabaret	Name of Assessor:	Michael Trigg
Venue:	Theatre	Assessment Date:	16 Nov 20

Performance Details			
Show Date(s):	19 Nov - 19 Dec 2020	Show Type:	Theatre
Start Time:	Various	Run Time:	90 minutes plus interval

Production Details			
Seating Configuration:	Long End On with Cabaret Tables	Pack In Start:	15/11/2020 11:00
Capacity:	126	Pack Out Start:	20/12/2020 11:00

Personnel & Contacts					
Show Producer:	Elyssia Wilson-Heti	021 123 45678	Operator:	Paul Bennett	021 123 45678
Stage Manager:	Michael Clark	021 123 45678	Fire Warden:	Michael Clark	021 123 45678
Performers:	Bryony Skillington, Ava Diakhaby, Brynley Stent + one guest per night		<i>Please note the allocated Fire Warden is responsible for the safe evacuation of the cast and crew in the event of an emergency, and therefore must be present for the full duration of all performances.</i>		
Show Crew:	No additional crew		Pack in/out crew:	No additional crew	
Show Contact Procedure:	SM and Operator on comms				

Agreement:	By signing below, I indicate that the attached risk assessment document is an accurate representation of the production and all associated activities. I understand my responsibilities; both those assigned to me in the process of hazard mitigation, and for the overall health & safety during the course of the production. If necessary, I will ensure all persons identified in this document are aware of and agree to their responsibilities. If any changes are required throughout the course of the production, I agree to inform the Technical Manager and, where necessary, update this document to reflect these changes.					
Show Producer:		Operator/Stage Manager:		Basement Technical Manager:		
Signed:		Signed:		Signed:		
Date:		Date:		Date:		

INITIAL HAZARD						CONTROLS				RESIDUAL RISK			
HAZARD	DETAILS	POTENTIAL HARM	LIKELIHOOD	IMPACT	RATING	TYPE (E/M)	ACTIONS TAKEN	WHO RESPONSIBLE?	DATE	RESIDUAL HARM	LIKELIHOOD	IMPACT	RATING
Covid-19	Existence of global pandemic	Infection is spread on site	Unlikely	Death or Serious	10 (Moderate)	M	Reduced capacities until Level 0. Safe Audience Exit Plan to be implemented if needed to avoid crowding Common surfaces sanitised Venue equipment sanitised at season's end	Producer Operator Basement TM	15/11/20	Unchanged	Highly Unlikely	Moderate	5 (Low)
Dust	Created by construction and cleaning	Inhaled causing injury	Possible	Moderate	9 (Moderate)	M	Any construction tasks that create dust are to take place out of the theatre in a well ventilated area. PPE worn by users	Trigg	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Heavy objects	Heavy objects moved around during pack in	Incorrect technique causing injury or damage to venue	Possible	Major	12 (High)	M	Briefing before tasks are undertaken. Appropriate footwear and technique to be used at all times, supervised by Basement TM	Trigg	15/11/20	Unchanged	Highly Unlikely	Major	4 (Low)
Wood work	Construction of rostra and wheelchair ramp	Injury or damage to venue	Possible	Moderate	9 (Moderate)	M	Construction performed by Basement TM, PPE used at all times	Trigg	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Sanding	Construction of rostra and wheelchair ramp	Injury, damage to venue, sawdust inhalation	Possible	Moderate	9 (Moderate)	M	Construction performed by Basement TM, PPE used at all times	Trigg	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Painting	Stage painted	Damage to venue, injury due to slipping or fumes	Possible	Moderate	9 (Moderate)	E / M	Painting to occur outside	Trigg, Ruby	15/11/20	Unchanged	Highly Unlikely	Moderate	3 (Very Low)
Use of hand tools	Saws, chisels used	Inexperienced users causing injury or damage to venue	Possible	Moderate	9 (Moderate)	M	Tools used only by Basement TM or approved technician, PPE used at all times	Trigg	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Use of electric/battery powered tools	Power tools used for construction	Inexperienced users causing injury or damage to venue	Possible	Death or Serious	15 (High)	M	Tools used only by Basement TM or approved technician, PPE used at all times	Trigg	15/11/20	Unchanged	Highly Unlikely	Death or Serious	5 (Low)
Use of MDF or other composite	MDF elements on set	Creation of harmful particles if cut	Unlikely	Moderate	6 (Low)	E	MDF not cut, only removed and/or applied	Trigg	15/11/20	Harm removed	Highly Unlikely	Negligible	1 (Very Low)
Non-Basement sound equipment	Headset mics and battery packs	Electrical fault causing damage to equipment or fire	Unlikely	Major	8 (Moderate)	M	All gear to have current PAT tags, fully tested in system before used by performers	Trigg	15/11/20	Unchanged	Highly Unlikely	Major	4 (Low)
Cables on the floor	Various cables on floor	Trip hazard	Possible	Moderate	9 (Moderate)	M	Cables taped down in areas of thoroughfare	Paul	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Low hanging lights or speakers	Lights hung at potential head height	Injury to performer or audience	Likely	Moderate	12 (High)	M	All low hanging equipment to be fitted by glow tape to identify edges and corners	Paul	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Other rigging hazard	Set items rigged to fall deliberately	Injury to performer or audience	Likely	Major	16 (High)	M	All sharp edges and corners removed from dropping lights to reduce impact of potential collision. Safety cable checked before each show. Safe words in place - to be used by performers if safety is compromised at any point. Show operator to abort special effect if audience or performers have put themselves in a safe position. Operator has lines in the show to instruct audience to stay seated during fake blackout. Lockout for first 10 minutes to prevent audience members travelling through the seating block during heavy sections of SFX.	Trigg Paul Performers Joel	15/11/20	Lesser injury	Unlikely	Moderate	6 (Low)
Practical lights	300W parcan refocused during the show	Injury to performer	Possible	Moderate	9 (Moderate)	M	Light stays off in the lead up to prevent light overheating. Securely rigged to prevent other injuries	Trigg Paul	15/11/20	Lesser injury	Possible	Minor	6 (Low)
Non-Basement electronics	Kabuki droppers from ATC	Electrical fault causing damage to equipment or fire	Unlikely	Major	8 (Moderate)	M	Current PAT tags displayed	Trigg	15/11/20	Unchanged	Highly Unlikely	Major	4 (Low)
Set rigged from grid	Various set items rigged from the grid	Overloading of grid causing collapse, items rigged poorly causing collapse	Possible	Major	12 (High)	M	All rigged items are lightweight, no risk of grid collapse. Rigging secured and checked by Basement TM	Trigg Ruby	15/11/20	Unchanged	Highly Unlikely	Major	4 (Low)
Steps or ramps	Wheelchair ramp from floor to raised stage (performers' use only)	Slip hazard	Possible	Moderate	9 (Moderate)	M	Ramp is at any extremely shallow angle, only raising 200mm vertically	Trigg	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Drapes	Black drapes used	Fire hazard	Unlikely	Major	8 (Moderate)	M	Drapes are fire retarded and rigged clear of any incandescent lighting	Trigg	15/11/20	Unchanged	Highly Unlikely	Major	4 (Low)
Flammable materials	Various flammable fabrics used in the set	Fire hazard	Unlikely	Major	8 (Moderate)	M	All fabrics have been fire retarded	Trigg	15/11/20	Unchanged	Highly Unlikely	Major	4 (Low)
Anything dropped from above onto the stage	Items dropped through trap door; ghost and beehive	Injury to performer	Unlikely	Moderate	6 (Low)	M	Dropped items are lightweight (polystyrene, cloth, paper mache) and sequences are rehearsed thoroughly	Trigg Ruby Michael	15/11/20	Lesser injury	Highly Unlikely	Minor	2 (Very Low)

INITIAL HAZARD						CONTROLS				RESIDUAL RISK			
HAZARD	DETAILS	POTENTIAL HARM	LIKELIHOOD	IMPACT	RATING	TYPE (E/M)	ACTIONS TAKEN	WHO RESPONSIBLE?	DATE	RESIDUAL HARM	LIKELIHOOD	IMPACT	RATING
Water on stage	Deliberately leaking plumbing pipes	Slip hazard	Likely	Moderate	12 (High)	M	Majority of water falls directly into a bucket, any splashes are cleaned up immediately as part of show action	Trigg Brynley	15/11/20	Unchanged	Unlikely	Moderate	6 (Low)
Use of trap door	To release props and load water into pipes	Falling from heights hazard	Possible	Major	12 (High)	M	All edges of trap are glowtaped, safety railing installed to prevent falling, blue light rigged for low visibility	Trigg	15/11/20	Unchanged	Highly Unlikely	Major	4 (Low)
Dance	Choreographed dance sequences in show	Injury to performer	Possible	Moderate	9 (Moderate)	M	Dance sequences rehearsed pre show, performers to do physical warm ups	Michael	15/11/20	Lesser injury	Possible	Minor	6 (Low)
Costume reduces movement	Gimp suit worn	Reduced movement causing injury or inability to evacuate venue	Unlikely	Death or Serious	10 (Moderate)	M	Costume has enough movement to allow performer to move quickly if required	Michael	15/11/20	Unchanged	Highly Unlikely	Death or Serious	5 (Low)
Over / under-heating	Gimp suit is black leather and could cause over heating	Injury to performer	Possible	Moderate	9 (Moderate)	M	Performer confirmed as comfortable in costume, air con to be on at all times	Paul Brynley	15/11/20	Unchanged	Highly Unlikely	Moderate	3 (Very Low)
Covering of exits	Black drape covering Fire Exit	Emergency evacuation is compromised	Possible	Death or Serious	15 (High)	M	Drape is rigged with tape only, can be held back or ripped down immediately if required	Trigg Michael Usher	15/11/20	Unchanged	Highly Unlikely	Death or Serious	5 (Low)
Use of Fire Exit	Used as an entrance/exit and for prop storage	Emergency evacuation is compromised	Possible	Death or Serious	15 (High)	M	All props and costumes to be stored behind allocated taped areas to avoid any blockage of routes	Michael	15/11/20	Unchanged	Highly Unlikely	Death or Serious	5 (Low)
Low ceiling height for audience	Ceiling low in back row of seating block	Injury to audience member	Possible	Moderate	9 (Moderate)	M	Low beams or bars are highlighted with glow tape and/or pool noodles	Trigg	15/11/20	Lesser injury	Unlikely	Moderate	6 (Low)
Audience participation	Performers enter the seating block several times, no physical interaction	Audience discomfort	Possible	Minor	6 (Low)	M	No coerced interactions at any times	Performers	15/11/20	Unchanged	Unlikely	Minor	4 (Low)