



HEALTH & SAFETY POLICY

DECEMBER 2019

SLT GENERAL COUNCIL

South London Theatre and the South London Theatre Building Preservation Trust

Joint Health & Safety Policy

General Policy Statement

1. Purpose of Policy
2. Who it applies to / Structure Responsibilities
 - Members / Volunteers
 - Visitors (audience, schools, room hirers and guests)
 - Employees, contractors (cleaners)
 - Visiting groups (theatre groups)
3. Accountability
4. Regulations
 - Personal Protective Equipment (PPE)
 - Control of Substances Hazardous to Health (COSHH)
 - Provision and Use of Work Equipment Regulations (PUWER),
 - Electricity at Work Regulations: PAT testing,
 - Lifting Operations and Lifting Equipment Regulations (LOLER)
 - Work at Height Regulations
 - Food Safety Act
5. H&S Requirements
 - 5.1. Fire and Evacuation
 - 5.2. First Aid
 - 5.3. Environment
 - 5.4. Manual Handling
 - 5.5. Lone working & Workplace Security
 - 5.6. Reporting of accidents, incl. RIDDOR
 - 5.7. Alcohol, smoking & drugs
 - 5.8. Activity related stress
 - 5.9. DSE - Display Screen Equipment (eye tests)
 - 5.10. Noise & Noise restrictions
 - 5.11. Special Persons at Risk
6. H&S Training
7. Theatre Productions
8. Bar

Appendices

- A. Manual Handling
- B. Risk assessments template and list of current RA's in use

General Policy Statement

We provide safe working conditions and a healthy environment for our members, employees and visitors.

We ensure that equipment and systems of work are safe.

We provide training and information as is necessary within the framework of our organisational needs.

We ensure that the public at large are protected from danger or risks to health as a result of our activities.

We ensure that this policy is reviewed each calendar year and that, as a result of that review, improvements are made to procedures and our overall health and safety organisation to take into account the items identified as needing change in that review.

This policy should be read in conjunction with the Building Handbook, the Stage Manager's Handbook and the Safeguarding Policy.

1. Purpose of Policy

South London Theatre (SLT) and SLT Building Preservation Trust (BPT) are committed to working together to protect the health and safety of all users of the Old Fire Station, 2a Norwood High Street, SE27 9NS, including SLT members, guests, and employees, BPT employees and contractors, volunteers, visitors, people hiring and using community spaces, and all others with whom our work brings us into contact. This policy also covers off-site activities, such as constructing stalls at festivals or events, productions or rehearsals off site and open-air productions.

Our policy is to provide and maintain safe systems of work for all those working for or on behalf of SLT or hiring space within the building and to provide such information, training and supervision as the different users need in order to maintain these safe systems. We recognise our responsibilities under the Health and Safety at Work Act and other related legislation, and seek to satisfy our obligations by adopting this Health and Safety Policy. This Policy will be reviewed annually and additionally in the event of significant changes to our work practice. We believe that co-operation and consultation with all members, employees, volunteers and hirers is essential and all are made aware of their responsibilities.

A copy of this Policy will be made publicly available on the SLT website and specific information highlighted to individuals either in relation to specific activities, or as part of booking hire or on notices (e.g. fire evacuation). Action may be taken by SLT General Council, BPT Management Committee or the Building Manager for failure to comply with Health and Safety procedures.

2. Who it applies to

Health and Safety is the responsibility of all users of the building. Any concerns about health, safety and security relating to the building or individuals within should be reported immediately to the Building Manager, see section on accountability, below.

Members / Volunteers

SLT Members may be involved in a variety of ways including

- Involvement in theatrical productions (acting, backstage, watching plays)
- Volunteering (bar, box office, front of house, wardrobe)
- Social

In addition to our adult members we also have a thriving Youth Theatre.

Room Hirers

As part of our sustainability and community engagement strategies we will hire out room space to external hirers for a wide range of activities (e.g. community meetings, exercise classes, entertainment for children) on a regular basis. Each hirer will be responsible for overseeing any specific health and safety elements pertaining to their activities.

Visitors

We have regular visitors to our premises to watch performances, attend invited theatre-related social or public events (e.g. tours, Open House,) or to hire room spaces or costumes.

Employees, contractors

BPT and SLT between them employ a Building Manager, Training Director, and Youth Theatre Teachers, and manage contracts for additional Duty Managers, Technicians, Cleaning and other ad hoc requirements.

Visiting groups (theatre groups)

On occasion we will hire out our theatre and other facilities to visiting companies or individuals for either rehearsals, workshops or performance.

3. Accountability

BPT Management Committee

BPT Management Committee holds overall responsibility for the safety of the building and all non-SLT theatre activities within the Old Fire Station.

South London Theatre General Council

South London Theatre General Council, through the General Stage Manager, is responsible for the safety of all SLT theatre related activities within the building.

Youth Theatre

The Training Director shall be responsible for any Youth Theatre related activities.

Building Manager

The Building Manager shall be responsible for the effective implementation of the Health and Safety Policy. They shall be kept informed of all incidents or accidents relating to this Policy via completion of accident or incident reports and take action to prevent reoccurrence. They shall regularly inspect the theatre to check that Health and Safety measures are being maintained and Health and Safety practices are being followed.

They, or via delegated persons, shall instruct volunteers precisely and clearly on their duties with regard to Health and Safety. They shall be readily available to discuss Health and Safety issues with anyone involved in the day to day running and administration of the Theatre. They shall be responsible for ensuring that outside contractors, freelancers, artistes etc. are aware of this Policy and produce suitable risk assessments for their work.

They will inform the BPT Management Committee and SLT General Council of any incidents or accidents or other matters that require attention in a timely manner. BPT Management committee and SLT General Council meet on a regular basis and will ensure such matters are discussed, actions agreed and noted. They shall liaise with the local authority over all Health and Safety issues and report any accidents under the conditions of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

Duty Manager

On performance days the Duty Manager (who may be a Lead Volunteer) shall be responsible for the effective implementation of the Health and Safety Policy within all Front of House areas. They shall be responsible for the public's health and safety whilst they are in the foyer and auditorium. The bar volunteers will be responsible for the public safety when people are in the bar, and after the show has finished (when the Lead Volunteer indicates they are leaving the building).

Other Volunteers

All volunteers must make themselves fully aware of the Health and Safety Policy and, to this end shall:

- Observe and promote all safety rules at all times.
- Familiarise themselves with the evacuation procedure and nearest emergency exits.
- Familiarise themselves with the safe operating procedures and instructions applying to their roles.
- Report any defect or health hazard to the Duty Manager or Lead Volunteer.
- Report any accident or dangerous occurrence to the Building Manager or Lead Volunteer.

- Shall not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Shall comply with all hazard warning signs and notices displayed on the premises.
- Must not obstruct any fire escape route, fire equipment or fire doors.
- Must report to the Building Manager or Duty Manager any medical condition, which could affect the safety of themselves or others.

4. Regulations

We will do all we can to ensure that our employees and volunteers are working in a safe environment and minimise activities that could potentially put anyone at risk. Working with power tools and some chemical based materials (e.g. paint and strippers) will have some specific risks. The General Stage Manager is responsible for ensuring a safe environment relating to Theatre Productions. This includes ensuring the safety of the general space for hires. The Building Manager is responsible for a safe environment for general activity around the building.

Personal Protective Equipment (PPE)

PPE is equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment (RPE). We will ensure such equipment is provided where necessary.

Control of Substances Hazardous to Health (COSHH)

COSHH is the law that requires employers to control substances that are hazardous to health. Most organisations use substances, or products that are mixtures of substances. Some processes create substances. Any of these could cause harm to employees, contractors and other people.

Sometimes substances are easily recognised as harmful. Common substances such as paint, bleach or dust from natural materials can also be harmful.

A risk assessment should be undertaken before use of any potentially harmful substances to mitigate any risks, including provision of PPE.

<http://www.hse.gov.uk/coshh/basics/index.htm>

Provision and Use of Work Equipment Regulations (PUWER)

PUWER requires that equipment provided for use at work is:

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices

- used in accordance with specific requirements, for mobile work equipment and power presses

Electricity at Work Regulations : Portable Appliance Testing (PAT)

Electrical safety is very important and poorly maintained equipment can cause fires as well as give shocks to users. The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. The BPT will ensure that PAT testing is undertaken on a regular basis (at least every two years). Members should ensure that any personal equipment they bring into the building (e.g. power tools) is safe and may submit it for PAT testing when this occurs.

Lifting Operations and Lifting Equipment Regulations (LOLER)

These Regulations place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not. In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply.

If lifting equipment is to be used you must talk to either the Building Manager (general building) or General Stage Manager (theatre productions) first.

The Work at Height Regulations

The purpose of [The Work at Height Regulations 2005](#) is to prevent death and injury caused by a fall from height.

Any work at height activity, e.g. use of scaff tower, harnesses, covering both theatre rigging & clearing gutters etc. must be properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height. Low-risk, relatively straightforward tasks will require less effort when it comes to planning.

HSE have produced guidance to help you comply with the law, see [Working at height: A brief guide](#) for more information.

Food Safety Act

The Food Safety Act 1990 (as amended) provides the framework for all food legislation in the England, Wales and Scotland.

The main responsibilities for all food businesses under the Act are to ensure that:

- businesses do not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it
- the food businesses serve or sell is of the nature, substance or quality which consumers would expect
- the food is labelled, advertised and presented in a way that is not false or misleading

<https://www.food.gov.uk/>

5. Health and Safety Requirements

5.1 Fire & Evacuation

The Building Manager is responsible for ensuring that fire alarms are tested regularly and in good working order.

- *Fire:* The Duty Manager is in charge in the event of a fire. This may be the Building Manager, Duty Manager or Front of House or Bar staff. If you are volunteering check if you are the responsible person. If the fire alarm sounds treat it as real unless there is very clear evidence that it has been accidentally triggered. Instruct people to evacuate by the nearest safe exit. Do not use lifts; always use the stairwells. If a performance is underway Front of House will escort the audience out and meet in St Luke's Church Gardens. The Duty Manager will take out the signing in book together with the FoH report to check that all people can be accounted for. If safe to do so, the Duty Manager will check the building. See Fire Safety notices for more information.
- *Bomb threats:* In the event of a bomb threat the Duty Manager will take advice from the police as to how to safely evacuate and convey information to those in the building. If the bomb is within the building evacuate as per fire. If it is in the local community stay in the building and away from windows.
- *Front of House duties:* Front of House are responsible for the safe evacuation of audiences during performances.
- *Bar staff:* Bar staff are responsible for ensuring the safe evacuation of people from the bar area
- *Fire Extinguishers:* The Building Manager will check that fire extinguishers are fit for purpose. Never move a fire extinguisher from its designated station unless it is being used to put out a fire. Never use a fire extinguisher to prop open doors.
- *Keeping exits clear.* Never block a fire exit even temporarily. Anything blocking a fire exit will be removed and disposed of.
- *Fire Doors:* Keep fire doors shut. Never prop them open.

5.2 First Aid

The Building Manager and Duty Managers should be trained in basic first aid. Other volunteers, e.g. front of house, bar, stage management, etc. will be offered opportunities for first aid training at periodic intervals.

5.3 Environment

Access

Certain areas of the building have limited access to both Members of SLT and visitors / hires. The theatre (including backstage and the technical gallery) should not be accessed by visitors / hires unless a duty or tech manager is present and has given permission. Other areas of the building, such as the Watch Tower are not available for general access, including by Members.

Technical building equipment, e.g. boilers, air ducts, etc. should not be accessed without authority from the Building Manager.

Slippery floors

Notices must be used when floor cleaning is taking place to alert building users to potential slippery floors.

If there is a spillage anywhere for any reason it must be wiped up immediately and made dry. Front of House staff to check foyer and auditorium for spillages during the interval and at the end of each production. Bar staff are to be responsible for cleaning up any spillages in the bar area.

Standing on chairs

Do not stand on chairs to reach anything at height or undertake any repairs, including changing light bulbs. Always use a ladder and ideally have a second person present.

Building temperature

Temperatures in the indoor workplace are covered by the Workplace (Health, Safety and Welfare) Regulations 1992, which place a legal obligation on employers to provide a 'reasonable' temperature in the workplace. The [Approved Code of Practice](#) suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius. A meaningful legal figure is not given at the upper end of the scale, but we will aim to maintain a reasonable temperature wherever possible. If the boiler or air ducts are not functioning properly we will provide heaters or air conditioners/fans.

Food storage

All food must be stored in sealed containers. This is to reduce the attraction of mice or other rodents and to ensure basic hygiene is maintained. In the bar plastic boxes are provided for crisps, nuts, chocolates, etc.

Anyone using other rooms in the building should ensure they place any empty food packets or containers in the bins provided and seal any unfinished food packets if leaving them. This includes sweets in dressing rooms or backstage during show week.

Broken glass

Always sweep up broken glass immediately and place safely (wrapped) in the rubbish bin. Do not place in the recycling bin or empty bottle repository in the bar. Do not handle broken glass directly.

Cleanliness & tidiness

Always clean up after yourself and ensure that items are stored safely in the specified place in the building. If there is a large mess that requires additional or specialist cleaning please notify the Building Manager immediately. If personal property is left behind and not claimed within 4 weeks we reserve the right to dispose of as appropriately as possible.

Infestations

In the event of infestations, e.g. mice, moths in wardrobe, etc. the Building Manager should be notified so that remedial action can be taken.

Trailing wires

Never leave wires trailing. This includes for technical equipment (computers, phones lighting, sound, etc.) as well as kettles, etc. If wires cannot be kept tight they should be secured and highlighted as a potential hazard, e.g. with yellow strips.

5.4 Manual Handling

Manual handling is a significant cause of all workplace injuries. These include work-related musculoskeletal disorders (MSDs) such as pain and injuries to arms, legs and joints, and repetitive strain injuries of various sorts.

The term manual handling covers a wide variety of activities including lifting, lowering, pushing, pulling and carrying. If any of these tasks are not carried out appropriately there is a risk of injury.

Main areas of risk will be in building or moving heavy objects through processes including: set construction and deconstruction; moving scenery, furniture and props; and restocking and barrelling within the bar.

All should be careful when undertaking any manual handling activity and follow tips outlined in appendix 1.

5.5 Lone-working & Workplace Security

Wherever possible, people should avoid working on their own within the building. Where they are on their own they must not undertake any activity that is deemed a particular risk, e.g. working at height or with power tools. All, except audience members, should sign in and out of the building, including location in the building. Audience members will confirm attendance at Box Office, who will sign them in. If on your own keep a mobile to hand in case of an incident so you can call for help.

The Building Manager is provided with a lone worker alarm system as they may be more likely to be in the building on their own or meeting new hires, or visitors, etc. on their own.

If anyone is undertaking an offsite activity on behalf of the theatre always let someone know where you are going and when you are due back. Let them know you have returned safely.

Always try to meet someone in a well-lit and populated place, especially if meeting for the first time.

Valuables, such as money, should be kept to a minimum on site and always locked away.

In the event of being confronted by an intruder, try to identify the best way for you to escape and only when in a safe place call the police. Do not try to tackle intruders on your own.

5.6 Reporting of accidents and incidents, incl. RIDDOR

All accidents or incidents, however minor, must be recorded in the Accident/Incident Reporting Book which is kept in the first aid box in the foyer. For any serious accidents or incidents, including any incidents with visitors, please also notify the Building Manager .

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) puts duties on employers, the self-employed and people in control of work premises (the Responsible Person) to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses).

The Building Manager will report to the BPT Trustees all accidents and incidents and ensure that RIDDOR notifications are complied with.

Further information about RIDDOR can be found <https://www.hse.gov.uk/riddor/>.

5.7 Alcohol, smoking & drugs

Alcohol, purchased on site, may be consumed in the bar or other designated areas only. Bar staff reserve the right to refuse to serve anyone they believe to be incapacitated through alcohol in line with the Licensing Act 2003.

No one may smoke or take illegal drugs on the premises.

No one must use power tools or work at height having consumed alcohol, taken illegal drugs or prescription drugs that may impact on your safety in such circumstances. No one may be involved in any activity that requires focus and concentration, and using equipment, e.g. set build, whilst under the influence of drugs or alcohol.

5.8 Activity related stress

Before undertaking any activity that may cause undue stress, mentally or physically, undertake an assessment and try and eliminate or mitigate any likely triggers. If the trigger cannot be mitigated, consider whether you should undertake the activity.

If anyone is concerned that any activity they are undertaking is causing them undue stress, stop undertaking the activity and notify a relevant person immediately. This may be a member of a committee, or a Director or the GSM, etc.

5.9 Display Screen Equipment (DSE)

The Health and Safety (Display Screen Equipment) Regulations apply to workers who use DSE daily, for an hour or more at a time. For anyone covered by the Regulations we will follow advice on the Health and Safety Executive (HSE) website

<https://www.hse.gov.uk/msd/dse/assessment.htm>.

5.10 Noise & Noise restrictions

The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) require employers to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations do not apply to:

- members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;
- low-level noise that is a nuisance but causes no risk of hearing damage.

It is not anticipated that anyone will be exposed to significant noise, but where there may be any loud noises on stage, e.g. gunshots, a warning notice will always be given.

Ear defenders can be made available to anyone who is using particularly loud equipment for a period of time. Please talk to the GSM if there are any concerns.

5.11 Special Persons at Risk

The following categories of people may be at particular risk under health and safety.

- Youth
- Vulnerable / Elderly
- Expectant mothers

Whilst all people are responsible for their part in maintaining a safe and healthy environment the following people have additional responsibility.

The Training Director must ensure that all spaces are suitable to hold training classes for Youth Theatre and that suitable activities are undertaken by teaching staff. Directors and casts must ensure that rehearsal and theatre spaces are left tidy with any props, etc. put away with particular attention to anything sharp or breakable. Classes may be cancelled if there is not the necessary ratio of staff to student available. Shows with young people must have chaperones present.

The Building Manager will ensure that the building is maintained to a good standard and hazards are minimised.

Always undertake a risk assessment before any vulnerable person undertakes an activity which may have specific risks.

Please also refer to the Safeguarding Policy for how SLT and BPT deal with all Safeguarding matters and contacts.

6. H&S Training

When a new employee, worker, contractor or Front of house, box office or bar volunteer (as people with specific responsibilities) starts they must be given notice of the Health & Safety Policy, or relevant excerpt and sign to say they have read and understand their responsibilities. The person or committee with responsibility for the area of activity must ensure that the person has sufficient training to undertake the activities required of them. This must include fire safety and evacuation, managing accidents or incidents and reporting issues or concerns.

7. Theatre Productions

In addition to the many day-to-day health and safety considerations there are many separate and distinct considerations when putting on a theatre production.

The General Stage Manager (GSM) has overall responsibility for ensuring the safety of the theatre. To ensure this happens, Theatre Committee will discuss the shows in a proposed season with the GSM, before announcement, to ensure that set designs and special effects can be safely delivered.

The GSM will ensure that safety standards are clearly set out in the Stage Manager's Handbook and that Stage Managers' understand their responsibilities. The GSM, or a designated technical officer, will advise on particular technical aspects, e.g. safe rigging; fight scenes, guns, etc.

The Stage Manager and back stage team are responsible for ensuring that the production is safe, including set build, rigging, auditorium seating, props, special effects and that the backstage area is clear for fire exits.

Details of how to manage the following aspects safely are in the Stage Manager's Handbook and all Stage Managers must read this and follow the advice therein.

- Access
- Animals
- Audio Visual
- Firearms, swords, knives
- Front of House & Box Office
- Get in / Get out
- Horseplay & appropriate behaviour, intoxication
- Managing crowds
- Pyrotechnics
- Rigging & Heights, flying
- Smoking on stage

- Stage fighting, stunts
- Staging & Auditorium
- Strobe lighting
- Vapour & smoke effects

8. Bar and Catering

Food and Hygiene

The Building Manager has oversight of Food Safety Agency requirements / food hygiene matters and will advise on all necessary requirements for compliance.

Bar Volunteers

Bar volunteers will receive specific training in the safe handling of bar-related equipment and stock from members of Bar Committee or delegated volunteers.

Bar Stock handling

The following steps should be followed to safely move bar stock into the cellar:

- The lift to be used for all barrelling & bar stock manual handling.
- On the rare occasion the lift is unavailable, the barrels and stock should be taken down to the bar via the newer, straight stairs.
- A trolley designed for taking heavy loads up or down stairs will be available and should be used.
- When using the stairs a second person should be present at all times. Logistically, this is most likely to be the Building Manager or cleaner. If no second person is available the stock should remain on the ground floor until two people can be present (without obstructing exits or causing trip hazards).
- The old stairs should never be used for carrying barrels or stock due to the tight turning circle and uneven surfaces.

Appendix 1: Good Practice in Manual Handling

For any lifting activity

Always take into account:

- individual capability
- the nature of the load
- environmental conditions
- training
- work organisation

If you need to lift something manually

- Reduce the amount of twisting, stooping and reaching
- Avoid lifting from floor level or above shoulder height, especially heavy loads
- Adjust storage areas to minimise the need to carry out such movements
- Consider how you can minimise carrying distances
- Assess the weight to be carried and whether the worker can move the load safely or needs any help – maybe the load can be broken down to smaller, lighter components

If you need to move heavy items or equipment

- Consider whether you can use a lifting aid,
- Think about storage
- Reduce carrying distances where possible

Good handling technique for lifting

There are some simple things to do before and during the lift/carry:

- Remove obstructions from the route.
- For a long lift, plan to rest the load midway on a table or bench to change grip.
- Keep the load close to the waist. The load should be kept close to the body for as long as possible while lifting.
- Keep the heaviest side of the load next to the body.
- Adopt a stable position and make sure your feet are apart, with one leg slightly forward to maintain balance

Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.

Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). Be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.

Get a good hold. Where possible, the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.

Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).

Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

Keep the load close to the waist. Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.

Avoid twisting the back or leaning sideways, especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.

Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.

Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.

Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.

Put down, then adjust. If precise positioning of the load is necessary, put it down first, then slide it into the desired position.

Appendix 2: Risk Assessments

Our approach to risk assessment is based on a simple process that examines the hazards and risks associated with our activities, be they in rehearsal, in the theatre or elsewhere in the building.

Firstly, we distinguish between a **hazard** and a **risk** by using and applying the definitions given below.

Hazard

A hazard is its potential to cause harm. It may cause you to cough, feel heat, kill you etc.

Risk

A risk is the likelihood that it will harm you in the actual circumstances presented by the hazard. This depends on:

- the hazard(s) that have been identified
- how it (they) is (are) controlled
- who is exposed
- their involvement at the time

Risk assessment

The examination of a series of situations to determine each situation's potential to do harm. We look at the hazard/risk situations in terms of probability and severity. Any risk has a **probability** and a **severity**. Clearly what is meant by the terms used is subjective but the intention is to give a series of yardsticks that can be used to further the investigation.

Wherever a potential hazard is identified that causes more than minor risk, we should put in additional controls to minimise that risk or consider stopping the activity.

South London Theatre/Building Preservation Trust : Risk Assessment Template

Assessment Undertaken by				Date of Assessment		
What are the hazards?	Who might be harmed and how?	What are we already doing?	What other controls are needed to minimise risk?	Who will action?	By when?	Completed

Risk assessments should be reviewed if you think it might no longer be valid (e.g. following an accident or incident or if there are any significant changes to hazards, such as new work equipment or work activities).

For further information and to view example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>