

## Festival City Theatres Trust Risk Assessment Guidance

### Public Use of Festival Theatre Auditorium

#### Risk Estimation Aid

For each hazard, rate the likelihood of it happening and the severity of injury the hazard could cause on a scale of 1 to 4, using the guidelines in the table below. Multiplying the likelihood and severity ratings together gives you a risk rating value to enter on the form.

Severity		Minor Injury	Serious Injury	Permanent Disability	Fatality
		1	2	3	4
Likelihood	Very High (Frequent)	4	8	12	16
	High (Probable)	3	6	9	12
	Medium (Possible)	2	4	6	8
	Low (Unlikely)	1	2	3	4

#### Risk Ratings and Definitions:

<b>12 – 16</b>	VERY HIGH - The risk of injury or death is unacceptable; hazard should be removed or control systems put in place or updated
<b>6 – 11</b>	HIGH – Serious injury or permanent disability is likely
<b>3 – 5</b>	MEDIUM = Serious injury or loss is possible
<b>1 – 2</b>	LOW = Minor health risk posed, not very likely to occur

#### Notes

Evacuation procedures agreed with L&B Fire Service and with CEC Public Safety.  
 Staff training at induction and twice yearly. Staff rehearse evacuation standby positions before every performance. Fire alarm weekly test on a Monday. Maintenance regime in place to meet British Standard. Remote Monitoring over Red Care line in place.  
 Fire Service random walkround inspection visit and bi-annual local station visit in place.  
 Sprinkler weekly pressure test in place on a Monday and maintenance regime in place to meet BS.  
 Annual theatre licence renewal visit, includes annual fixed wiring test 20% to meet IEE 16th edition.

Ushers check auditorium before every performance for immediate issues and feedback any issues that have developed during the performance at the end. Regular (at least daily) maintenance walkround to deal with trip hazards, lamp replacement, etc.

Sound Department assesses each show for sound levels at rehearsal stage and set levels accordingly. Short term bursts of sound (ie audience applause) not accounted for in N@W regs.

Staff approach any customers seen leaving objects on tier front rails and ask them to remove them immediately. LX dept check secondary restraints on any technical equipment above audience when the item is rigged. No person is allowed admittance to the auditorium attic whilst an audience is in the building, controlled by key access.

Visiting Company contractually obliged to supply information on lighting, sound and effects or any potential Licence Variations in advance. FCTT supply RAs to licensing authorities or arrange site visit as required. Any effects only operated by trained staff.

Identified Hazards						
Hazard Description	People at Risk	No	Existing Controls & Effectiveness	Risk VH/H/M/L	What Remedial Action Is Required	Target Date
Fire	Public and staff	<2,200	Evacuation Procedures inc Staff Training Fire Alarm System Safety Curtain Drencher System Conforms with Licensing Requirements	Low	none	
Slips, Trips and Falls			Regular Maintenance Signage Staff Training	Medium	none	
Noise			Individual Show RAs	Low	none	
Falling Objects			Staff Awareness and Training	Low	none	
Smoke, etc effects			Come with Method Statements and Risk Assessments supplied by Visiting Company – all low allergenic rated	Low	none	
Lighting, etc effects			Come with Method Statements and Risk Assessments supplied by Visiting Company – Cust Service Dept advise with appropriate signage	Low	none	
Pyrotechnic			Come with Method Statements and Risk Assessments supplied by Visiting Company	Medium	none	
Animals			Come with Method Statements and Risk Assessments supplied by Visiting Company – EHO advised	Low	none	
Licence variations			Any stage effects that require Licence Variation – applied for by FCTT and site visit by appropriate authorities			

**Examples of Types of Hazard :** Working at Height, Falling Objects, Worn/Uneven/Slippery Floor, Manual Handling, Repetitive Movements, Machine / Tool Operation, Mechanical Lifting, Fire or explosion, Electricity, Protective Equipment, Noise or vibration, Excessive Heat or Cold, Display Screen Equipment, Lighting, Compressed Gas, Chemicals/Materials (COSHH), Confined Spaces, Sole Working, Housekeeping/Cleaning