

Wesley Player Drama Group



Risk Assessment Report

Guidance for the Protection of Adults, Young People, Children, Vulnerable Adults and Visitors with Special Needs.

Date of Assessment 2nd November 2008

Revision Date

Location Wesley Hall, Minor Hall, Parlour, Green Room, Kitchen and Corridors.

Address Upminster Methodist Church,
Hall Lane,
Upminster,
Essex.
RM14 1AE.

Persons involved in the preparation of this report.

David Cordell	Wesley Player Drama Group (Hon Treasurer)
Diana Owen	Wesley Player Drama Group (Hon Secretary)

Introduction

This Risk Assessment has been drawn up in order to clarify the Wesley Player Drama Group Policies and Procedures in connection with the protection of the audience attending the performances. It is designed to be helpful, informative and provide the answers to most queries that may be raised. If any clarification is required please contact the people mentioned above.

Risk Assessment

Date : 2nd November 2008

Location -- Wesley Hall, Upminster Methodist Church, Upminster, Essex, RM14 1AE.

Key - S = Society Member, P = Public, O = Other.

Hazard Ref. Nr.	Significant Hazard	Risk High, Medium or Low	Persons at Risk (See Key)	Existing / Temporary Precautions	Do precautions reduce risk to low level (Yes/No)	Additional Precautions
1	Hazard associated with access and egress of audience members.		P, S	Stewards strictly monitor numbers of persons using the auditorium. There is a restriction of a maximum of 165 seated plus 4 disabled spaces plus 6 Technical staff.		
2	Hazard associated with access and egress of disabled audience members.		P, S	In accordance with statutory provisions and subject to any conditions which may be imposed by the Council, people with disabilities may be permitted to sit in the auditorium in wheelchairs, other than those that are petrol driven, provided that they have an able bodied steward/attendant in close proximity to take them to a place of safety in the event of an emergency. Similarly, in those instances where the person can be accommodated in the fixed seating the steward/attendant shall be readily available to assist them to their wheelchair and then to a place of safety. The number of wheelchairs accommodated in the auditorium should be limited to four (4). The disabled entrance to the auditorium is via a route which has no steps.		
3	Hazard arising from obstructions in gangways and passages		P, S	No chairs, seats or any other obstructions should be placed in any gangway or passage, nor shall any persons be allowed to stand or sit in the passages of the auditorium, during the time of the performance. The rows of seating are mechanically locked together, with the first and last 3 rows restrained together.		
4	Hazards associated with secured fire exit doors		P, S	When locking devices for securing external fire exit doors are installed for use when the public are not on the premises. A responsible person shall be required to remove such devices before the admission of the public and should not be reused during the whole time the public are present on the premises.		
5	Hazards associated with trailing leads for lighting and audio visual equipment		P, S	All portable lighting and audio visual equipment is PAT tested during the last twelve months. All trailing leads are taped down with gaffer tape.		
6	Hazards from possible falls from stage		S	White lines are painted on stage edges and back stage steps to distinguish edges for performers.		
7	Hazards associated with stage furniture and properties		S	Stage scenery and baffle screens are splayed so that no sharp ends project. Staircases are marked with paint to highlight when lights are dimmed. Properties are secured whenever possible.		
8	Hazards associated with non use of stage steps		S	It is forbidden for anyone to jump off the stage. Steps are provided at the front of the stage whenever entry to the auditorium by this means is required.		
9	Hazards associated with changing of spotlights and filters		S	Trained personnel or hired contractors change spotlights and filters. An 'A' frame ladder is used, supported by another person. Persons working at heights must not work alone. All spotlights are disconnected before any work is done on them.		Only skilled and experienced personnel allowed to change spotlights
10	Hazards associated with use of urns in public areas.		S	Hot water urns must never be moved and are only to be filled from the permanently sited cold taps installed for this purpose. Cup holders should be used with plastic cups.		
11	Hazards associated with use of toilets		P, S	Drama Group Members are available to guide theatre users to toilet locations. Staircases have handrails. Drama Group Members check toilets at end of performances to ensure no person is locked in.		
12	Hazards associated with smoking		P, S	The theatre is a designated non-smoking area. Visitors wishing to smoke will have to go outside the premises. In line with The Smoke-free (Premises and Enforcement) Regulations 2006.		Drama Group Members have instructions to tell any person caught smoking to desist.
13	Hazards associated with power failure		P, S	In the event of a power failure, emergency lighting will kick in. The Audience will be directed by Drama Group Members on the required action to be taken.		

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14	Hazards associated with emergency evacuation		P, S	In the event of fire or other causes the bells will ring continuously signifying evacuation. Drama Group Members will ensure any disabled users are located to a place of safety. The auditorium has 4 emergency exits, 2 directly to the outside of the building and 2 exits to the outside via 2 corridors. The fire assembly (RV) point is the grassed area to the front of the Methodist Church. There are 2 fire extinguishers, 1 located adjacent to the lighting equipment on the stage and 1 located beside the lighting desk at the rear of the auditorium. Both extinguishers are suitable for electrical fires.		
15	Hazards arising from special effects		P, S	Notices to be posted at all entrances to the auditorium warning the audience when stroboscopic effects are to be used. The cast are to be educated about positioning when thunder flashes are used.		
16	Hazards associated with accidents and injuries		P, S	A Drama Group Member is a fully trained First Aider. A first aid kit is located in the kitchen of the premises. The nearest accident and emergency hospital is at the Queens Hospital located at Rom Valley Way, Romford, Essex. RM7 0AG. 01708 435000		
17	Additional hazards associated with use by children					
-	electric sockets		P, S	Electrical sockets – socket cover to be used with sockets at all times when not in use		
-	waste bins		P, S	Waste bins emptied prior to use of the auditorium and not lined with plastic bags		
-	stacked chairs		P, S	Ensure chairs are not stacked more than 6 high		
-	buggies and pushchairs		P, S	Drama Group Members ushers ensure no buggies or pushchairs are left blocking doors or foot traffic. Space provided for such items to be left (at owners risk) in the minor hall.		
-	doors leading off Theatre and foyer areas		P, S	Doors kept unlocked at all times in accordance with fire safety		
-	children leaving the Theatre after an event		P, S	Drama Group Members available to guide children and attending adults to exits		
-	unaccompanied children		P, S	Safety guidelines available for parents and carers 'Guidelines on the safety of children in libraries' July 2004. Copy on web site. Poster displayed at venue. Information sheet included in postings to schools and individuals, also available on web site and from Box Office.		
-	fire/evacuation during events		P, S	Drama Group Members available to guide children and attending adults to exits and assembly point.		
-	photographs taken of children during events		P	Parents must sign permission form allowing their child's picture to be taken. No photographs may be taken of any child without permission granted. Journalists informed of procedure.		
-	children needing to use toilets during events		P	Drama Group Members available to guide children to toilet facilities and posted outside toilet area to ensure children follow the correct route back to the auditorium.		
-	children lost		P	Drama Group Members will help to find a missing child. Police will be notified in all cases where a problem is identified to Drama Group Members by a carer.		
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