

Risk Assessments

Titchfield Festival Theatre Ltd



NFU Mutual
RISK MANAGEMENT SERVICES

Revised 29th November 2021



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Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?” – is it Severe (e.g. fatality), Moderate (e.g. major injury or permanent disability including permanent ill health) or Minor (e.g. a minor injury or plant damage)?

Next, make a judgement of the probability or likelihood of harm occurring:

| LIKELIHOOD | DESCRIPTION |
|------------|-----------------------------------|
| Probable | Occurs repeatedly / several times |
| Possible | Could occur sometime |
| Remote | Unlikely, though conceivable |

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

| | | | |
|-----------------|---------------|-----------------|-----------------|
| Severe | Medium | High | High |
| Moderate | Low | Medium | High |
| Minor | Low | Low | Medium |
| | Remote | Possible | Probable |

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

Important Information:

No formal examination of the hazards and risks identified in this assessment have been observed. These Risk Assessments have been produced as a draft and it is the Client’s responsibility to carefully read these Assessments and amend as necessary so that:

- they accurately reflect the risks of the business
- the Control Measures stated are currently in place and
- any Further Actions Required can/will be implemented.

These Risk Assessments must be reviewed if:

- circumstances change
- a significant incident occurs and
- at regular intervals (annually is considered good practice).

In order to comply with the requirements of current health and safety legislation, you must action the ‘further measures’ that have been identified below. It is recommended that you address the recommendations in order of risk priority i.e. **High** first, followed by **Medium**, then **Low**.

Please note these may not be all the hazards and risks requiring attention and you should examine all work activities to assess risks and ensure that adequate control measures are in place.


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Please note: The hazards below are listed in alphabetical order, which is not a reflection of the priority order or level of risk.

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Risk Assessments

| | | | | | |
|----------------------|--|----------------------------|--|--------------|---------------------------|
| Business Name: | Titchfield Festival Theatre Ltd | Date of assessment: | 1 st December 2021 | Review date: | 1 st July 2022 |
| Area being assessed: | Main Theatre, adjoining Warehouse and The Great Barn | Assessor's name(s): | Kevin Fraser (Chairperson & Artistic Director) (Compiled by: NFU Mutual Risk Management Services) | | |
| | | Authorised by (Signature): | Kevin Fraser  | | |

| Nº | What are the hazards / tasks / activity? | Who could be harmed and how? | What are the control measures? | Risk Rating | What further measures are required? | Target completion date/ Comments / progress |
|----|--|--|--|-------------|---|---|
| 1. | Asbestos | Risk to workers, contractors, tenants and trespassers Risk of death or ill health from: Breathing in asbestos fibres Falls through fragile materials | <ul style="list-style-type: none"> A formal survey has confirmed that there are no asbestos containing materials present on the main Theatre premises. A formal survey has confirmed that there are no asbestos containing materials present on the Great Barn premises. | N/A | | NO Asbestos on site |
| 2. | Bar | Risk to workers & customers Risk of serious injury from: Slips & trips Manual handling Scalds, burns Fire Sharp objects, broken glass Steam, hot surfaces Cleaning chemicals Risk of ill health from: | <ul style="list-style-type: none"> Trained and authorised workers only allowed behind the bar. Floors kept clean, dry and free from obstruction. Workers awareness of safe handling of broken glass. Adequate lighting levels ensured in all areas. No smoking permitted. Cleaning chemicals kept secure when not in use. Bar workers aware of risk of violence, serving alcohol etc. Potential Violence & Aggression risks assessed separately. The conditions on the license | Low | <ul style="list-style-type: none"> All workers should be provided with in-house training on how to handle glassware to avoid risk of breakage; and the safe collection / disposal of broken glassware. | All bar volunteers and staff have regular training sessions and updates. These are carried out by Bar Managers on volunteers arriving for shows. ONGOING – as new personnel arrive |

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|----|-------------------------|--|--|---------------|--|---|
| | | <p>Dermatitis Stress / fatigue Shift work</p> | <p>adhered to and alcohol not be served to customers who have drunk to excess or underage.</p> <ul style="list-style-type: none"> ▪ Lone working avoided where possible; generally, at least two bar workers on duty. ▪ Avoid lifting items that are too heavy; assistance from colleagues as needed. ▪ Knives for slicing stored safely and out of public reach. ▪ Bar public area is well laid out with tables and chairs for customers. ▪ The flooring, furniture and furnishings are in good condition. ▪ Spills cleared immediately; wet floor signs available and used as necessary. | | | |
| 3. | Battery Charging | <p>Risk to workers</p> <p>Risk of death or serious injury from:</p> <p>Fire & Explosion Electrical contact Burns Manual handling</p> | <ul style="list-style-type: none"> ▪ Lifted with 2 people for larger batteries. ▪ No smoking around battery charging area. ▪ Charger is switched off before connecting / disconnecting charging leads and charging leads securely clamped in position. ▪ Batteries not left charging overnight. ▪ Mobile phones not used around battery charging area. ▪ Washing facilities available. ▪ Fire extinguishers and first aid kits readily available. ▪ PPE available and worn for topping up (i.e. apron, safety goggles, gloves). | Medium | <ul style="list-style-type: none"> ▪ You should designate a specific battery charging area with good natural ventilation and free from combustibles (e.g. wood, cardboard etc.) and alkalis (e.g. bleach). ▪ Display “Battery Charging Area - Keep Clear”, “No Smoking” and “No Mobile Phones” warning signage and monitor for combustibles. ▪ Ensure battery is left for 20 minutes prior to use after charging. ▪ Remind workers not to wear a watch, ring, chain, bracelet or any other metal item when working with batteries. | <p>Battery charging area at side of stage NO combustibles in area</p> <p>Signs in place</p> <p>Warning on machine along with details not to wear loose jewelry when working on batteries</p> <p>Booklet about charging and methodology with charger- safe system of working</p> |
| 4. | Biomass | <p>Risk to operator and anyone else in area.</p> | <ul style="list-style-type: none"> ▪ Installed by reputable supplier & installers. | Medium | <ul style="list-style-type: none"> ▪ Ensure access door to biomass boiler store is kept locked when | <p>Entry by code lock on</p> |

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|----|----------------------|---|---|------------|---|---|
| | Boiler | <p>Risk of death or serious injury from: Fire, explosion Pressurised containers Contract with moving machinery, entanglement Electricity, electrical fault, shock.</p> <p>Risk of ill health from: CO emissions from wood chip Fungal spores, dusts</p> | <ul style="list-style-type: none"> ▪ Thermostatically controlled safety features incorporated in design. ▪ Full operational training given by suppliers; only operated, adjusted and maintained by Facilities Manager. ▪ Operators aware of risk of flash back from combustion chamber when opening. ▪ Regular emptying of ash bin. ▪ Serviced and maintained regularly in accordance with manufacturer's instructions. Full-service contract in place. ▪ Isolation points on all equipment. ▪ Power supply isolated prior to any work on the equipment. Controlled shut down procedure prior to isolation. ▪ No third-party access. ▪ Good ventilation in boiler room. Low dust levels. ▪ Wood chip loaded into store by supplier. ▪ Limited pedestrian entry to chip store. Gate access has interlock which prevents top rake from working. Emergency stop also fitted to front of store. ▪ Automatic feed of wood chip via auger system. Fire separation in place between boiler room and wood chip store. ▪ Fire risk assessment considers biomass boiler. | | <p>not in use and 'No Entry' sign displayed.</p> <ul style="list-style-type: none"> ▪ Implement any findings of fire risk assessment in relation to the biomass boiler. | door |
| 5. | Cash Handling | <p>Risk to workers</p> <p>Risk of serious injury or ill-health from:</p> | <ul style="list-style-type: none"> ▪ Cash removed from tills regularly by management. ▪ Much is credit card takings; reduced handling of large amounts of cash. ▪ Workers instructed not to put | Low | <ul style="list-style-type: none"> ▪ Review cashing up procedures regularly to ensure personal safety of workers. ▪ Workers handling cash to be instructed how to deal with violent | Cash handling reduced even further due to COVID pandemic mostly all card charges now. |

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|----|-------------------------|--|---|---------------|--|---|
| | | Assault, thefts Verbal / Physical Abuse | <p>themselves or others at risk of injury in the event of a robbery.</p> <ul style="list-style-type: none"> ▪ Cash counting away from the public. ▪ Telephones available to raise the alarm in event of threatening behaviour or theft. ▪ Violence / Aggression assessed separately. ▪ Banked by nominated people only. ▪ Lone working avoided where possible. ▪ Generally low risk demographic of visitors to Theatrical performances. | | and /or aggressive customers | Bar and Box Office given instructions on dealing with awkward customers etc on induction. |
| 6. | Contractors | <p>Risk to contractors, workers and third parties</p> <p>Risk of death or serious injury from: Various risks dependent upon work activity.</p> | <ul style="list-style-type: none"> ▪ Contractors are appointed based upon recommendations or are historically known. ▪ Contractors are asked for evidence of Liability insurance. | Medium | <ul style="list-style-type: none"> ▪ Implement the Contractor Management Pack. ▪ Compile a list of approved 'competent' contractors. ▪ Contractors included on the approved list must be checked for public liability insurance and appropriate competence and qualifications where applicable (e.g. electrical, gas). ▪ Inform contractors of any hazards and keep evidence that this information has been shared. ▪ Ensure where applicable, contractors provide a risk assessment / method statement for the tasks they are undertaking. ▪ Monitor the work of contractors for safety. ▪ Implement the Permit to Work Management Pack. | <p>Implemented</p> <p>List in process of being compiled ONGOING</p> |
| 7. | Driving for Work | Risk to workers and other road users. | <ul style="list-style-type: none"> ▪ All vehicle operators hold a current driving licence for the category of vehicles driven. | Medium | <ul style="list-style-type: none"> ▪ Ideally, document the current vehicle checks. ▪ Check licences of all current (and | Vehicle checks and log book in each vehicle |

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|----|--------------------------------------|--|--|------------|---|--|
| | | <p><u>Risk of death or serious injury from:</u> Collision with other vehicles, pedestrians or objects Overturn Falling loads Mechanical failure</p> | <ul style="list-style-type: none"> ▪ Vehicles serviced and maintained in accordance with manufacturer's recommendations. ▪ Maintenance and servicing of vehicles in accordance with manufacturer's recommendations. Records kept. ▪ Generally local journeys only; breaks taken at least every two hours on longer journeys. ▪ Appropriate speed limits adopted for the road conditions and in compliance with the Highway Code. ▪ Seat belts worn. ▪ Driver awareness of the effect of any load carried or towed, including how it affects handling of the vehicle. ▪ Loads secured before driving off. ▪ Mobile phones carried for use in case of emergency. Mobile phones not used while driving unless hands free. ▪ Lorry Tail Lift assessed separately. | | <p>any new) workers required to drive on company business.</p> <ul style="list-style-type: none"> ▪ Drivers to declare any penalties / endorsements received. ▪ Drivers are to declare any health issues which may impact on their ability to drive. ▪ Carry hi-visibility clothing in case of emergency. ▪ Provide travel first aid kit for vehicles. ▪ Agree and communicate breakdown / accident procedures. ▪ Refer to the 'Working Safely With' document for further guidance. | <p>Check list kept on teams as confidential</p> <p>In vehicles</p> <p>In vehicles</p> <p>In vehicles</p> |
| 8. | Dry Store & Bottle Stores | <p>Risk to workers</p> <p><u>Risk of serious injury from:</u> Falling objects Manual Handling Slips & trips Falls from height Fire Rodents</p> | <ul style="list-style-type: none"> ▪ High housekeeping standards ▪ Regular checks on racking / shelving; not over-loaded. ▪ Adequate lighting levels ensured; covered lights. ▪ Level flooring; maintained in good condition. ▪ Regular checks on storage to ensure stability. ▪ Dry / Bottle store included within Fire Risk Assessment. ▪ No high-level storage. ▪ Heavier goods stored at lower levels. ▪ Avoid handling at high or low levels where possible. ▪ Rodent control in place. | Low | <ul style="list-style-type: none"> ▪ Implement the Contractors Management Pack ▪ Implement any findings of the Fire Risk Assessment in relation to the dry / bottle store(s). | <p>Rodent control in place Racking bolted down and not overloaded</p> <p>FRA to be implemented when seating re arranged in 2022/2023</p> |

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| 9. | Falls from Vehicles | <p>Risk to operator and anyone else in area.</p> <p>Risk of death or serious injury from: Falls from height Falling objects Slips and trips</p> | <ul style="list-style-type: none"> ▪ Only experienced workers would work on or from the lorry or company van. ▪ Where possible work from ground level. ▪ Use of the tail lift fitted to the lorry. ▪ Tail lift assessed separately. ▪ Vehicles unloaded using forklift trucks where possible. ▪ Non slip safety footwear worn. ▪ If work on lorry is necessary - Keep away from unprotected edges; work from the centre. Always walk forwards, never backwards towards an unprotected edge and keep the tail lift in the raised position. ▪ Loading / unloading assessed separately. ▪ Non slip steps and handholds to get in and out of vehicle cabs. ▪ Access / egress by approved route – no jumping from lorry cab. | Low | <ul style="list-style-type: none"> ▪ Ensure all workers are informed of the control measures to adopt to avoid fall from vehicles. | <p>Tool Box Talk by Neil Brant for use of Tail lift</p> <p>Only set personnel can use truck..all trained in use of charger, tail lift</p> |
| 10. | Fire | <p>Risk to anyone in area.</p> <p>Risk of death or serious injury from: Burns Smoke inhalation Explosion</p> | <ul style="list-style-type: none"> ▪ Fire risk assessment undertaken for the main Theatre premises. ▪ The Theatre fire alarm systems are formally serviced annually, by competent contractors. ▪ Fire extinguishers are formally examined and serviced on an annual basis by competent contractors. ▪ The fire extinguishers are visually examined monthly, checks are recorded. ▪ Fire extinguishers readily available. ▪ Smoking not permitted in buildings. ▪ Annual checks are completed for the biomass boiler. | Medium | <ul style="list-style-type: none"> ▪ The fire risk assessment for the main Theatre require reviewing / updating (following implementation of the original recommendations). ▪ A formal fire risk assessment must be completed for the Great Barn premises. ▪ The key information from both of the fire risk assessments (main Theatre and The Great Barn) should be brought to the attention of all relevant workers. ▪ The fire safety arrangements should be reviewed and addressed, including regular testing of all fire call points and emergency lighting and | <p>FRA's up to date both carried out in November 2021</p> <p>No immediates and very few moderates.</p> <p>FIRE LOG BOOK available in Office</p> |

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|-----|---|--|---|------------|---|--|
| | | | | | <p>evacuation procedures.</p> <ul style="list-style-type: none"> ▪ All tests must be recorded into the site Fire logs. ▪ Ensure emergency and evacuation procedures are documented included any personal emergency evacuation plans. | |
| 11. | First Aid | <p>Risk to workers and third parties</p> <p>Risk of ill health from: Infection Tetanus</p> | <ul style="list-style-type: none"> ▪ First Aid Needs Assessment completed. ▪ First aid kits provided. ▪ Accident book held; all workers know to report incidents. ▪ Washing facilities available. | Low | <ul style="list-style-type: none"> ▪ Implement the findings of the First Aid Needs Assessment. ▪ Ensure eye wash is available where necessary. ▪ Regularly review your First Aid Assessment, ensuring you have sufficient trained responders. ▪ You should regularly check the contents of first aid boxes ensuring there are adequate supplies and replace expired items. Keep records of checks. ▪ You should regularly check to ensure eyewashes have not been used or have are not expired. Keep records of checks. ▪ Ensure signs identifying first aiders are displayed / updated with regards to current workers (or changes in trained first aiders). | <p>11 people trained on FIRST AID including use of AED</p> <p>First Aid Boxes in situ and checked on a monthly basis by Facilities staff</p> <p>checked on a monthly basis by Facilities staff</p> <p>checked on a monthly basis by Facilities staff</p> |
| 12. | Fixed Electrical Wiring Installation | <p>Risk to anyone in area.</p> <p>Risk of death or serious injury from: Electrocution Fire / explosion</p> | <ul style="list-style-type: none"> ▪ Modern electrical installations suitable for building use. ▪ Some IP (ingress protection) rated sockets to prevent water & dust getting into sockets, as specified by a competent electrician. ▪ On-going upgrade and maintenance with new or remedial works certificated. ▪ Work carried out by competent and registered contractors. | Low | <ul style="list-style-type: none"> ▪ Ensure ongoing programme of maintenance with preferably 3-5-year installation checks. ▪ Ensure that a formal fixed electrical installation examination (and certification) is undertaken on The Great Barn premise following the renovation works. | <p>Electrical Installation up to date in all locations with bring up system to ensure system is checked.</p> |

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| | | | <ul style="list-style-type: none"> ▪ Cover on electrical supply cabinets. ▪ Vulnerable cabling within conduit where needed. | | | |
| 13. | Forklift Truck (FLT) | <p>Risk to operator and anyone else in area.</p> <p>Risk of death or serious injury from: Contact with moving parts. Crushing Overturn Collision with objects or people Falling objects Failure of lifting mechanisms High pressure injection from hydraulics</p> <p>Risk of ill health from: Noise Vibration</p> | <ul style="list-style-type: none"> ▪ Only operated by Alan James who has attended formal training and is certificated. ▪ Annual inspection of fork lift truck under Lifting Operation and Lifting Equipment Regulations (LOLER). Certificates kept on file. ▪ Maintenance and servicing of fork lift truck in accordance with manufacturer's recommendations. Records kept. ▪ Rollover protective structures (ROPS) and falling object protective structures (FOPS) are in place. ▪ No passengers carried. ▪ Mirrors fitted along with a horns and flashing beacons. ▪ Seat belts fitted. ▪ Floor kept free of loose objects. ▪ Used in warehouse and outside main Theatre yard area only. ▪ No carrying or lifting of persons on forks / loads. ▪ No walking or standing under raised loads. ▪ Adequate lighting in warehouse and yard. ▪ Locked away when not in use with limited key access. ▪ Fire extinguishers and first aid kits readily available. ▪ Noise assessed separately. ▪ Vibration assessed separately. | Medium | <ul style="list-style-type: none"> ▪ Ensure you obtain a copy of the formal training certificate for Alan James; all operators must be formally trained and certificated. Refresher training recommended every 3-5 years. ▪ Pre-use checks should be carried out and recorded. ▪ Remind drivers to practice Safe Stop – handbrake on, controls in neutral, engine off and remove the key. ▪ Remind drivers to wear seat belts when using outside of warehouse where risk of overturn is higher. ▪ Consider using the horn when entering and exiting buildings (especially the warehouse). ▪ Refer to the 'Working Safely With' document for further guidance. | <p>5 members of staff now trained on Fork Lift with certificates of competency</p> <p>Pre use check list on lift And recorded in notebook All covered in training</p> <p>Seat belts used at all times as per training sessions</p> <p>Seat belts used at all times as per training sessions</p> |
| 14. | Hand held & portable power | Risk to operator and anyone else in area. | <ul style="list-style-type: none"> ▪ Experienced workers. ▪ Tools maintained in good condition. Including blades and guards. | Medium | <ul style="list-style-type: none"> ▪ Continue to ensure electrical equipment is maintained / PAT (portable appliance testing) | SEE PAT LIST |

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| | tools | <p>Risk of serious injury from: Contact with moving parts or blades. Flying debris Slips & trips Electric shock Fire & explosion</p> <p>Risk of ill health from: Noise Vibration Dust</p> | <p>Checked pre-use.</p> <ul style="list-style-type: none"> ▪ CE marked tools. ▪ Tools used only for intended purpose. ▪ 110v tools used to be where possible. ▪ Generally, not used for long duration. ▪ Tools are visually inspected before use. Removed from use if damaged or defective. ▪ Portable appliance testing undertaken on the majority of the portable electrical power tools / equipment. ▪ Good housekeeping standards maintained. ▪ Fire extinguishers are available and serviced annually. ▪ First aid kits readily available. ▪ Mobile phones carried for use in case of emergency. ▪ PPE available; goggles, hearing protection, gloves and dust masks, used as appropriate. | | <p>where necessary.</p> <ul style="list-style-type: none"> ▪ Ensure all operators are provided with on the job training on the safe use and operation of any unfamiliar power tools. ▪ pre use safety checks carried out. ▪ Monitor and enforce the use of personal protective equipment. ▪ Ensure dust masks to FFP2 standard as a minimum. Users / Masks should be face fit tested. ▪ Refer to the 'Working Safely With' document for further guidance. | <p>TOOL BOX TALK undertaken by Neil Brant with all new volunteers when they arrive to do set construction work</p> <p>PPE and Protective clothing including boots available by lockers in prop area.</p> |
| 15. | FX | Special effects- see separate risk assessment attached | | | | |
| 16 | Hazardous Substances (Handling and Storing) | <p>Risk to workers and third parties</p> <p>Risk of death or serious injury from: Fire / explosion</p> <p>Risk of ill health from: Skin contact Eye contact Ingestion</p> | <ul style="list-style-type: none"> ▪ An assessment of hazardous substances (CoSHH assessment) has been completed. ▪ Only approved chemicals are purchased and used. ▪ Storage is in original containers, clearly labelled. ▪ Containers secured in upright position during transit. Minimal quantities carried. ▪ First aid kit readily available. ▪ Mobile phone carried for use in case of emergency. ▪ Fire risk assessment completed for | Medium | <ul style="list-style-type: none"> ▪ Refer to and implement the findings of the separate CoSHH assessment. ▪ Update the CoSHH assessment annually or as required. ▪ Undertake a complete review of the current hazardous substance storage arrangements within the warehouse. ▪ All flammables to be stored in a fire proof cabinet. ▪ The Mens Club to ensure that all, flammable substances are stored in a fire proof cabinet. | <p>COSHH assessment available to all staff at Back Door notice board. Generic assessments for Bleach, washing liquid, etc</p> <p>ONGOING</p> <p>FIRE PROOF CABINET IN WAREHOUSE Mens shed have their</p> |

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| | | | <p>the main Theatre, the warehouse and considers flammable substances held on site.</p> <ul style="list-style-type: none"> ▪ PPE available; gloves, safety glasses, wet weather clothing) and used in accordance with manufacturer's instructions for product used and application method. | | <ul style="list-style-type: none"> ▪ It is important to monitor the hazardous substances storage and handling arrangements on a regular basis. ▪ Implement the Emergency Procedures Pack. ▪ Ensure eye wash is available. ▪ Monitor and enforce the use of personal protective equipment. ▪ Implement the Permit to Work Management Pack. ▪ Refer to the 'Working Safely With' document for further guidance. | <p>own Fireproof cabinet</p> <p>ONGOING</p> <p>Spillage Packs at stage managers desk & roller shutter door Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> |
| 17 | Lighting | See Separate Risk Assessment attached | | | | |
| 18 | Legionella | <p>Risk to workers and anyone else in the area</p> <p><u>Risk of death or serious injury from:</u> Falls Drowning Slips and trips Access by unauthorised persons.</p> <p><u>Risk of ill health from:</u> Weils disease and other water borne diseases Legionella</p> | <ul style="list-style-type: none"> ▪ Risk from legionella reduced by cold temperature of water straight from mains supply or via hot temperature achieved from the hot water boiler. ▪ System flushed through regularly. ▪ Three onsite showers (at main Theatre premises) are used daily. ▪ Washing facilities provided. ▪ Good standards of housekeeping. ▪ Rodent control carried out by competent contractors. ▪ No history of legionella incidents | Low | <ul style="list-style-type: none"> ▪ Ensure all showers heads are disinfected on a regular basis (as part of a routine cleaning regime). ▪ Approach a specialist in legionella should the circumstances of potential legionella increase (from those current control measures documented here). | <p>Done by cleaners</p> <p>Water runs on a regular basis, Legionella Risk Assessment completed and on TEAMS file</p> |
| 19. | Lone Working | <p>Risk to workers</p> <p>Various risks dependent upon work activity.</p> <p>Minor injuries may become more serious due to inability to raise</p> | <ul style="list-style-type: none"> ▪ Most work undertaken when there are two persons present. ▪ Ne high risk work undertaken by lone workers. ▪ Access doors to the main Theatre premises are access code protected. ▪ Mobile phones carried for use in case of emergency. | Medium | <ul style="list-style-type: none"> ▪ A lone working procedure needs to be drawn up and implemented (this procedure MUST document those tasks that must not be undertaken when working alone – such as work from height for example and an agreed method of communication). | <p>LONE WORKING POLICY drawn up and in teams.</p> <p>Policy Doc Lone Working Assessment check list for managers</p> |

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| | | alarm and /or workers not being missed for extended period. | <ul style="list-style-type: none"> ▪ Emergency contact numbers stored in lone workers mobile phone. ▪ Fire extinguishers readily available. ▪ First aid kit readily available. | | <ul style="list-style-type: none"> ▪ Ensure that there is regular supervision and communication with lone workers. ▪ Ensure all workers are aware of address & postcode for site so they can call for emergency services if required. | |
| 20 | Loading and unloading vehicles | <p>Risk to operator and anyone else in area.</p> <p>Risk of death or serious injury from:</p> <p>Falls from vehicles</p> <p>Falling objects</p> <p>Crushing</p> <p>Overturn</p> <p>Collision with objects or people</p> <p>Impact from moving vehicles</p> | <ul style="list-style-type: none"> ▪ Experienced and trained workers only; involved with loading and unloading activities. ▪ Non-essential people are excluded from the area prior to loading / unloading activities. ▪ Vehicles loaded / unloaded usually by forklift truck only. ▪ Tail lift on lorry utilised wherever possible. ▪ Loads checked before unloading to ensure contents have not shifted. ▪ Vehicles are not loaded beyond rated capacity / legal weight limit. ▪ Loads are distributed evenly. ▪ Loads properly secured to prevent falls / movement; appropriate anchor points used. ▪ Loads are secured before driving off. Follow the Dept. for Transport Code of Practice for securing loads. ▪ Fall from vehicles assessed separately. ▪ Well maintained outside areas, which are flat and firm, with sufficient turning space. ▪ Suitable lighting in main Theatre yard areas. ▪ PPE - High visibility clothing and safety footwear worn. | Medium | <ul style="list-style-type: none"> ▪ Clear signage to inform visiting drivers where to park / report to on arrival. ▪ | Now on Front door |

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| 21 | Manual Handling | <p>Risk to workers</p> <p>Risk of minor or major injury from: Carrying large, heavy or awkward loads Pulling / pushing of loads Dropping loads on feet</p> | <ul style="list-style-type: none"> ▪ Workers experienced in the tasks undertaken; training given during induction. ▪ Task specific training given for identified higher risk tasks. ▪ Mechanical handling used wherever possible (e.g. forklift truck, lorry tail lift, pallet trucks etc.). ▪ Handling aids provided and used where possible (e.g. trolleys, sack trucks etc.). ▪ Workers aware not to lift beyond their capacity and ask for help if needed. ▪ Two person lifts used where appropriate. ▪ Floors / walkways kept clear of obstructions. ▪ Adequate lighting where applicable ▪ PPE - Safety footwear worn. Gloves available and worn where required. | Medium | <ul style="list-style-type: none"> ▪ A task specific manual handling assessment should be completed for any large or unfamiliar handling operations. ▪ All workers who undertake potentially hazardous manual handling activities must be provided with adequate training and periodical refresher training in manual handling and safe lifting techniques. ▪ Refer to the 'Working Safely With' document for further guidance. ▪ Monitor and enforce the use of personal protective equipment. ▪ | <p>TOOL BOX TALK completed by Neil Brant</p> <p>Covered in Staff and Volunteer handbook</p> |
| 22 | Mezzanine Floor | <p>Risk to workers and anyone else in area.</p> <p>Risk of death or serious injury from: Falling objects Slips and trips Manual handling Falls from height Fire</p> | <ul style="list-style-type: none"> ▪ Manual stacking of items only; no mechanical handling on mezzanine. ▪ Low level racking only on mezzanine; no high-level access required. ▪ Adequate lighting levels ensured. ▪ All edges have suitable guard rails with top rail at least 950mm high with mid rails. ▪ Predominately used for Theatrical performance costumes / wardrobe. ▪ Mezzanine floor included in the Fire Risk Assessment. ▪ Manually handling assessed separately. ▪ Mezzanine floor storage are considered within Fire Risk Assessment. | Medium | <ul style="list-style-type: none"> ▪ Ensure that the entire circumference (where top and mid railings are provided) are fitted with toe boards. ▪ Implement any findings of the Fire Risk Assessment in relation to the mezzanine floor storage area. ▪ Ensure safe access / egress walkways are provided on the mezzanine floor area to aide rapid escape in the event of an emergency. ▪ Keep mezzanine floor access staircase free from combustible items (and other items) at all times. | <p>Now enclosed in, Stairways enclosed</p> <p>Combustibles removed from under stairways.</p> <p>All completed and clear</p> |

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| 23. | Noise | <p>Risk to workers</p> <p>Risk of injury from: Hearing loss Tinnitus Noise masking warnings or communication Nuisance noise</p> | <ul style="list-style-type: none"> ▪ Workers at risk when using Power tools, mowers, strimmer's and leaf blowers. ▪ Job rotation and breaks taken to reduce exposure by limiting time. ▪ Machinery undergoes regular maintenance & service. ▪ Modern equipment with sound dampeners where relevant. ▪ Nuisance noise controlled where possible by distance, time of work etc. ▪ PPE Available; hearing protection, mandatory for designated tasks. ▪ PPE regularly checked for damage / wear and replaced as necessary. | Medium | <ul style="list-style-type: none"> ▪ Calculate exposure levels using HSE noise calculator. www.hse.gov.uk/noise/calculator ▪ Ensure relevant additional control measures if action levels exceeded. ▪ If upper action value exceeded, then health surveillance must be made available to workers. ▪ Ensure warning signs displayed on all noisy equipment. ▪ Put purchasing policy in place to ensure least noisy equipment bought where possible. ▪ Monitor and enforce the use of hearing protection. ▪ Refer to the 'Working Safely With' document for further guidance. | <p>Mostly applicable to show noise in auditorium DB monitor used by tech team to assess noise levels, covered in their risk assessment</p> <p>Power tools not used for long periods of time just short burst. Ear defenders available at PPE station.</p> |
| 24. | Office work / admin | <p>Risk to workers</p> <p>Risk of serious or minor injury from: Electrocution Fire & explosion Slips and trips Musculoskeletal disorders</p> | <ul style="list-style-type: none"> ▪ Programme of maintenance for all electrical installations with 5yr installation checks. ▪ Portable appliance testing carried out. ▪ Suitable adjustable chairs provided. ▪ Additional ergonomic items, such as wrist wrest, provided where requested. ▪ Adequate work space with sufficient space to move around the office. ▪ Adequate lighting and heating provided. ▪ Welfare facilities provided including toilets, washing facilities and a small kitchen. ▪ Good housekeeping and safe storage of materials/ documentation. | Low | <ul style="list-style-type: none"> ▪ A DSE risk assessment must be conducted for each workstation used by workers that use display screen equipment (DSE) as a significant part of their normal work, including those where laptops are in prolonged use. ▪ Workers that use display screen equipment (DSE) as a significant part of their normal work should be provided with adequate information on the risks associated with such work and the measures that could be taken to reduce the risks, e.g. good posture, frequent breaks away from the screen, positioning of equipment, etc. ▪ Provide / fund eye tests for | <p>NO body using screens for long periods in Office.</p> <p>Much of this is not applicable</p> |

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| | | | | | workers working with computers upon request. | |
| 25. | Outside working | <p>Risk to workers</p> <p>Risk of minor injury from: Slips and trips</p> <p>Risk of ill health from: Sunburn / sun stroke Hypothermia Dehydration Stings Allergies</p> | <ul style="list-style-type: none"> ▪ Competent and experienced workers. ▪ Workers encouraged to stay covered up in extreme sunny / hot weather. ▪ Washing facilities are generally available at each work site. ▪ Facilities available for hot drinks, food etc. ▪ First aid kit readily available. ▪ PPE - Safety / non-slip footwear worn. ▪ PPE - Suitable clothing provided / worn (warm and wet weather gear). | Low | <ul style="list-style-type: none"> ▪ Provide hats and sun cream (min factor 25) for Summer working. ▪ Monitor and enforce the use of personal protective equipment. | Those working at barn in hot weather provided with TFT hat, sunscreen available at bar ,as well as anti histemine tablets |
| 26. | Pallet Trucks | <p>Risk to workers and anyone else in area.</p> <p>Risk of death or serious injury from: Failure of lifting mechanisms Collision with objects / people Falling objects Slips and trips Manual handling</p> | <ul style="list-style-type: none"> ▪ Experienced workers. ▪ Maintenance and servicing in accordance with manufacturer's recommendations. Records kept. ▪ Safe working loads clearly marked on pallet trucks and not exceeded. ▪ Loads checked for stability. ▪ Operated on level ground or gentle slopes only. Operated on sound surfaces only. ▪ Good housekeeping standards maintained. ▪ Adequate lighting levels. ▪ Stored safely out of the way in designated area when not in use to avoid tripping hazard. ▪ PPE - Worn as appropriate to task, e.g. safety footwear, gloves, high visibility clothing. | Low | <ul style="list-style-type: none"> ▪ Ensure all workers are trained in the safe operation of the pallet trucks. Keep training records. | <p>In house training for Pallet trucks</p> <p>TOOL BOX TALK given by Neil Brant</p> <p>Log kept of those on completion.</p> |
| 27. | Passenger Lift | <p>Risk to workers and anyone else using the passenger lift.</p> <p>Risk of death or serious injury from:</p> | <ul style="list-style-type: none"> ▪ Passenger lift is thoroughly examined every 6 months under a Written Scheme of Examination (WSE) in accordance with the Lifting Operations and Lifting Equipment Regulations. Copies of the WSE are | Medium | <ul style="list-style-type: none"> ▪ Prepare emergency rescue procedures in the event of the passenger lift failing - all workers to be made fully aware of rescue procedures. ▪ Implement Contractor | <p>Passenger lift weightloading certified by Promech for LOLER</p> <p>Serviced by GARTEC- on a 12 month basis</p> |

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| | | <p>Failure of lifting mechanisms Failure of doors Slips and trips Manual handling</p> <p>A high proportion of lift incidents result from lift doors closing on passengers entering or leaving. Although usually minor, these incidents can cause injury and distress and the modern electronic protection devices significantly reduce the risk</p> | <p>kept available for inspection.</p> <ul style="list-style-type: none"> ▪ Maximum capacity and number of people clearly displayed in each lift. ▪ Lift is serviced and maintained by competent contractors. ▪ Sensors located to detect persons entering and exiting the lift, doors will not close unless no obstructions detected. ▪ Housekeeping maintained to a high standard in lift. ▪ Sufficient lighting provided. ▪ Level flooring in the passenger lift. ▪ Lifts not to be used in the event of a fire. ▪ Should the lifting mechanism fail, they fail to safety to ensure lift does not move while awaiting rescue. ▪ Lifts is of adequate strength and stability, installed by competent contractors and CE Marked. ▪ Operation manuals from supplier kept by Facilities Manager. ▪ No hazardous substances (e.g. gas cylinder) permitted to be transported within the lift. ▪ Electrical systems under planned preventative maintenance. ▪ Lift taken out of use and clearly signed while undergoing service, maintenance or if defect is identified. | | <p>Management Pack.</p> <ul style="list-style-type: none"> ▪ Implement the Permit to Work Management Pack. ▪ Communication. It is now a legal requirement for new lifts to have permanent two-way voice communication systems and emergency lighting - and strongly recommended for existing lifts. ▪ Overloading: An overload detection device (now compulsory on all new lifts) gives a warning whenever overloading occurs and prevents the lift moving until the excess weight has been removed. | <p>NOT needed</p> <p>Lift not big enough to overload.</p> |
| 28. | Portable electrical appliances | <p>Risk to operators.</p> <p>Risk of death or serious injury from: Contact with moving</p> | <ul style="list-style-type: none"> ▪ Electrical equipment maintained. ▪ Reactive maintenance of damaged / faulty equipment. ▪ Equipment visually checked before use and damaged items taken out of | Medium | <ul style="list-style-type: none"> ▪ Ensure ongoing portable appliance testing is carried out. ▪ Ensure workers aware to undertake visual checks prior to each use. | <p>PAT TESTING CARRIED OUT ON A YEARLY BASIS USING OUR OWN EQUIPMENT. TOOL BOX TALK BY NEIL BRANT FOR TECH TEAM</p> |

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| | | <p>parts / blades Electrocution Fire</p> <p>Risk of ill health from: Noise Vibration Dust</p> | <p>service.</p> <ul style="list-style-type: none"> ▪ Portable appliance testing regime in place. ▪ Electrical equipment used within manufacturer's specification at all times. ▪ Fire risk assessment undertaken for both the main Theatre premises. ▪ RCD protection fitted to installation. ▪ Fire extinguishers available. ▪ First aid kit readily available. ▪ PPE - Dependent upon the equipment in use (hearing protection, eye protection, gloves etc.). | | <ul style="list-style-type: none"> ▪ Monitor the use of personal protective equipment. ▪ Refer to the 'Working Safely With' document for further guidance. | |
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| 29 | Set Construction | See separate risk assessment for Rigging, derigging and running shows | | | | |
| 30. | Scissor Lift | <p>Risk to workers and anyone else in area.</p> <p><u>Risk of death or serious injury from:</u> Overturn Entrapment Falls from height Falling objects Collision between vehicles and access equipment Contact with overhead power lines Risk of falling increased in adverse weather conditions</p> | <ul style="list-style-type: none"> ▪ Only authorised and trained workers operate equipment. ▪ Pre-use checks carried out by the operator, including loose or missing locking pins. ▪ If defects identified, equipment immediately withdrawn from service and remedial works commenced. ▪ Six monthly inspection of the scissor lift under Lifting Operation and Lifting Equipment Regulations (LOLER). Certificates kept on file. ▪ Maintenance and servicing in accordance with manufacturer's recommendations. Records kept. ▪ Platform fitted with top rail, mid rail and toe boards. ▪ Tilt alarm and emergency stop buttons | Medium | <ul style="list-style-type: none"> ▪ Ensure six monthly inspections of the scissor lift under Lifting Operation and Lifting Equipment Regulations (LOLER). ▪ Remind operators to use "Safe Stop" if they have to leave the scissor lift unattended, and at the end of the job (Apply the parking brake; lower the platform to the ground; make sure the controls are in neutral; stop the engine; remove the keys). ▪ Develop and train workers in a rescue plan – ensure a ground operative knows how to manually lower the basket. ▪ Ensure a safety harness and lanyard is used and that this is inspected under LOLER and | <p>6 monthly services ongoing and contracted in by Stacatruc certs in TEAMs file.</p> <p>9 staff now trained in use of scissor lifts, certs available in Teams Training ongoing using certified body</p> <p>Covered in training</p> <p>Pointed out by trainer that this is not a requirement of</p> |

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| | | | <ul style="list-style-type: none"> ▪ Platform not used where there is a risk of trapping underneath fixed structures. ▪ Platform sited on firm and level ground, taking into account ground features, presence of drain covers, wet, icy or loose ground etc. ▪ Outriggers extended and chocked before raising the platform. ▪ Platform kept tidy and free from clutter, tools etc. ▪ Where the cherry picker may be struck by vehicles or is used in vicinity of members of the public the area is cordoned off using hazard tape or cones. ▪ Not used within 10m of overhead power lines. ▪ The safe working load (SWL) is displayed and is not exceeded, including maximum number of people. ▪ Work at height avoided where possible during high winds or rain. ▪ Work carried out in daylight hours if possible or adequate lighting provided. | | <p>maintained in accordance with manufacturer's instructions.</p> <ul style="list-style-type: none"> ▪ See HSE guidance document GEIS6 for further information on selection, management and use of MEWPs. ▪ Refer to the 'Working Safely With' document for further guidance. | our lifts. No fixing points |
| 31. | Slips and trips | <p>Risk to anyone.</p> <p>Risk of minor or major injury from: Slips on substances Trips over items and poor ground conditions</p> | <ul style="list-style-type: none"> ▪ Spills cleared up immediately. ▪ Trailing cables and hoses avoided where possible; routed away from pedestrian walkways & removed when finished with. ▪ Good lighting levels ensured. ▪ First aid kit readily available. ▪ Mobile phone carried for use in case of emergency. ▪ Appropriate non-slip footwear worn. | Low | <ul style="list-style-type: none"> ▪ Implement the Emergency Procedures Pack (including spillage procedure). ▪ Review housekeeping in the warehouse and on the mezzanine floor area. ▪ Refer to the 'Working Safely With' document for further guidance. | Spillage packs available at SM desk and warehouse roller shutter |
| 32. | Solar Panels | Risk to operator | <ul style="list-style-type: none"> ▪ Minimal contact (required works) by workers – contractors / service engineers only. | Low | <ul style="list-style-type: none"> ▪ Implement the Contractors Management Pack. ▪ Ensure annual servicing is | Solar panels serviced by SOLAX contractor evry 12 months |

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| | | <p><u>Risk of death or serious injury from:</u> Electrocution</p> | <ul style="list-style-type: none"> ▪ Roof mounted photovoltaic panels PV (solar panels) are on the main theatre / warehouse roof . ▪ A service contract is held with solar energy installers. ▪ Inverters stored in dedicated storage area ▪ No moving parts. ▪ Fire risk assessment completed (solar panels and associated fixtures considered) ▪ Electricians maintained. ▪ Emergency stop buttons. ▪ No roof access to unauthorised persons. | | <ul style="list-style-type: none"> ▪ undertaken in accordance with manufacturer's instructions ▪ Serious consideration should be given to carrying out a thermographic examination of the panels in order to identify hot spots in the panels at the time of each service visit. Thermographic examination should also be made of the inverters and other relevant parts of the installation. ▪ The presence of a PV system on a building is not always obvious from ground level, thus a sign that indicates the presence of a PV system on a building or structure should be prominently displayed for the information of the fire and rescue service. The sign, measuring at least 100mm x 100mm and be reflective. ▪ Implement the Permit to Work Management Pack. | <p>Cleaning arranged for spring 2022 Not advised at this point by SOLAX engineers items are too new.</p> <p>Signage in place at back door</p> |
| 33. | Sound | See separate risk assessment | | | | |
| 34. | Tail Lifts | <p>Risk to operator and anyone else in area.</p> <p>Risk of death or serious injury from: Falls from height Falling objects Crush injuries Slips and trips Manual handling</p> | <ul style="list-style-type: none"> ▪ Drivers trained in operation of tail lifts; safe system of work in place. ▪ Maintenance and servicing in line with manufacturer's recommendations. ▪ Written scheme of examination under LOLER in place with 6 monthly examinations by competent persons. ▪ Driver carries out pre-use checks; records held. ▪ Defect reporting system in place. ▪ Controls clearly marked and easily reached from operator position. ▪ Spillages on tail lift cleared immediately. | Medium | <ul style="list-style-type: none"> ▪ Ensure six monthly inspections of the scissor lift under Lifting Operation and Lifting Equipment Regulations (LOLER). ▪ Refer to the 'Working Safely With' document for further guidance. | <p>6monthly checks by Promech for LOLER certs in Teams file Tool Box Talk on safe usage.</p> |

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| | | | <ul style="list-style-type: none"> ▪ Third parties kept clear during operation; stop movement if anyone approaches. ▪ Safe working load not exceeded. Tail lift not overloaded; ample space allowed for operator to ride with load. Loads not allowed to overhang the edges of the platform. ▪ Goods secured in vehicle to prevent unexpected movement during unloading operations. ▪ Loads on trailer pushed onto the tail-lift, not pulled backwards. ▪ Keys removed when vehicle left unattended. ▪ High visibility clothing worn. | | | |
| 35 | Tallescope | <p>Risk to workers and anyone else in area.</p> <p><u>Risk of death or serious injury from:</u> Overturn Falls from height Falling objects Collision between vehicles and access equipment Risk of falling increased in adverse weather conditions</p> | <ul style="list-style-type: none"> ▪ Only experienced personnel to use Tallescope. ▪ A sterile area is to be created where Tallescope is to be utilised. ▪ No lone working when utilising the Tallescope. ▪ PPE - Hard hats to be worn at the bottom of the scope | Medium | <ul style="list-style-type: none"> ▪ A specific risk assessment and safe system of work (including rescue procedures) must be documented for the use of Tallescope, in line with the published “Code of Practice for the use of Tallescopes for working at height in theatres”. ▪ You must ensure that you strictly follow the ABTT “Code of Practice for the selection and use of temporary access equipment for working at height in theatres” and a new “Code of Practice for the use of Tallescopes for working at height in theatres”. ▪ You must also ensure that you fully adhere to: “New Rules for Working with Tallescopes” (Published by the ABTT) | <p>Safe system of work in place.</p> <p>Used on rare occasions</p> <p>Serviced by promech with LOLER cert in TEAMS</p> |
| 36 | Theatrical Shows | <p>Risk to workers, contractors and third parties</p> | <ul style="list-style-type: none"> ▪ All licence requirements are met. ▪ Additional workers on shift as needed to cope with expected numbers of customers. | Medium | <ul style="list-style-type: none"> ▪ A specific Theatrical Show risk assessment must be produced and communicated to all relevant parties prior to the show build. | <p>See new risk assessments for</p> <p>Lighting</p> <p>Sound</p> |

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| | | <p><u>Risk of fatal or serious injury from:</u> Fire & explosion Electrical shock Burns, scalds Manual handling Slips and trips Cuts & abrasions Violence & aggression Collapse of structure Inclement weather</p> <p><u>Risk of ill health from:</u> Fatigue / stress</p> | <ul style="list-style-type: none"> ▪ (Where relevant) Marquees supplied and erected by competent suppliers; fire retardant material. Anchored securely; regular checks during inclement weather. Suitable number of exits from any temporary structure ensured. ▪ Fire Risk Assessment in place. ▪ Cables covered or routed to avoid trip hazards. ▪ Adequate lighting levels ensured. ▪ Numbers controlled to prevent overcrowding in any area. ▪ First aid supplies available & trained first aider on duty during events. ▪ Slips & Trips assessed separately. ▪ Fire extinguishers available. ▪ Bar assessed separately. ▪ Violence / Aggression Assessed separately. | | <ul style="list-style-type: none"> ▪ Ensure the fire safety arrangements are in place and practised before all Theatrical Shows / performances. | <p>FX Rig & Derig shows</p> <p>Individual shows have their own tailored risk assessments on show at Stage Door notice board.</p> |
| 37 | Third Parties (Mens Shed and Storage Tenants) | <p>Risk to workers and third parties</p> <p>Risk of death or serious injury from: Various risks dependent upon work activity.</p> | <ul style="list-style-type: none"> ▪ Tenancies are set up on formal licencing arrangements. ▪ There is regular communication with tenants. ▪ Tenants are responsible for the upkeep of the internal structure and arrange their own statutory testing e.g. electrical systems, portable appliance testing etc. ▪ Tenants are responsible for arranging their own fire risk assessment. ▪ Tenants must provide and maintain firefighting equipment as appropriate to their business, such as fire extinguishers. ▪ In the event of accident or injury tenants provide information to Theatre management. ▪ Smoking is not permitted in any of | Medium | <ul style="list-style-type: none"> ▪ All tenants occupying areas of the warehouse must be formally advised in writing that they hold responsibilities for all Health & Safety and Fire Safety legislation within their areas they occupy AND for ensuring they comply with Theatre management in discharging its' health, safety and fire safety legislative responsibilities. ▪ Ads-hoc inspections should be undertaken of the tenant's area to ensure general safety and specifically fire safety rules are being adhered too. | <p>Letter sent to Chair of each entity Scouts Mens Shed Warsash Theatre Club Swanwick Lions</p> <p>Inspection Book on Teams with findings Showing dates of each inspection.</p> |

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| | | | the buildings. | | | |
| 38 | Tower scaffolds | <p>Risk to workers and anyone else in area.</p> <p>Risk of death or serious injury from: Collapse / overturn Falls from height Falling objects Collision between vehicles and access equipment Risk of falling increased in adverse weather conditions</p> | <ul style="list-style-type: none"> ▪ The tower is erected and dismantled using the advanced rail system / through the trap door method. ▪ Components of tower are checked for condition before use. Faulty components would not be used. ▪ Tower assembled according to the manufacturer's instructions. ▪ Guardrails are provided with a top rail of at least 950mm from the platform and a mid rail with a gap of no more than 470mm. Toe boards used. ▪ The tower is sited on firm level ground with castors locked or base plates supported. ▪ Stabilisers / outriggers used where required and firmly locked. ▪ Access to tower is via continuous ladder or intermediate platforms are used. ▪ Pre-use check carried out by competent person with additional checks where required . ▪ Where tower may be struck by vehicles or is used in vicinity of members of the public it is cordoned off. ▪ Not used within 10m of overhead power lines. ▪ Tower not moved whilst anyone is still on the tower. ▪ Ladders not used on top of access tower. ▪ Sensible non slip footwear worn. ▪ Work at height avoided where possible during high winds or rain. ▪ First aid kits readily available and in vehicles. | Medium | <ul style="list-style-type: none"> ▪ Those erecting the tower must be formally trained and hold a certificate of competence. ▪ A specific risk assessment for all work at height involving the use of the tower scaffold must be completed (and communicated to all relevant parties) prior to commencing works. The risk assessment must be prepared in accordance with the requirements of: the HSE's Construction Information Sheet no 10 - | <p>Tech team and facilities team trained in use with PASMA certification</p> <p>General risk assessment on using tower see TEAMS file and attached</p> |

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| | | | <ul style="list-style-type: none"> Mobile phone carried for use in case of emergency. | | | |
| 39 | Vehicle Movements | <p>Risk to workers and anyone else in area.</p> <p>Risk of death or serious injury from: Failure of lifting equipment Falling objects Impact from moving vehicles</p> | <ul style="list-style-type: none"> Dedicated parking areas within car park at the main Theatre. The Great Barn provides a large well-proportioned parking area. Pedestrian walkways marked where possible to segregate people and vehicles. Car arriving to the main Theatre are marshalled into a suitable parking space (or drivers park nearby and walk to the Theatre. Lighting is provided outside both the main Theatre and at The Great Barn. Separate loading bay area designated for loading / unloading into the warehouse. Loading / Unloading assessed separately. Driving for Work assessed separately. | Medium | <ul style="list-style-type: none"> Vehicle movements (potential pedestrian interactions) at each of the site (including the car parking arrangements) must be specifically risk assessed and where identified, arrangements implemented such as routing; parking; safe systems of work for reversing, loading and unloading, pedestrian segregation etc. Ensure that car parking arrangements for visitors (to Theatrical performances) are supervised by trained traffic marshals. Keep road surface maintained to reduce pot holes, changes in level etc. Check there is sufficient lighting when dark. | <p>Not required as we have adequate parking with garden centre and Holiday Inn</p> <p>Road surfaces are all even</p> <p>Two lights now light up carpark, new emergency light to be added as part of recent FRA (dec 21)</p> |
| 40 | Violence & Aggression | <p>Risk to workers & customers</p> <p><u>Risk of serious injury from:</u> Assault Controlling customer fights</p> <p><u>Risk of ill health from:</u> Verbal abuse Threats Stress</p> | <ul style="list-style-type: none"> Workers are made fully aware of risk of violence, aggression, robberies etc. during initial induction process. Workers instructed not to put themselves or others at risk of injury in the event of a robbery. Generally low risk demographic of visitors /patrons to the Theatre. Cash handling assessed separately. Bar area assessed separately. Telephones available to raise the alarm. Knives and tools kept secure. Alcohol sales monitored and no under 18's served, request ID if | Low | <ul style="list-style-type: none"> All workers must be fully aware of risk of violence / aggression, robberies etc. and what to do in such circumstances i.e. how to raise alarm, no-heroes policy etc. Keep training records. | <p>Covered in induction training in Bar/Box Office</p> <p>Little cash held on premises. Management limit this to less than £250 Most transaction via card</p> <p>All tools kept in lock up We run a Challenge 25</p> |

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| | | | <p>needed.</p> <ul style="list-style-type: none"> ▪ Avoid lone working where possible. ▪ Adequate supervision & monitoring. ▪ If an urgent situation arises workers would contact the police immediately. ▪ Incidents treated very seriously. Support would be given to workers following an incident. | | | |
| 41. | Warehouse – General Activities | <p>Risk to workers and anyone else in area.</p> <p>Risk of death or serious injury from: Failure of lifting equipment Failure of racking Falling objects Impact from moving vehicles Slips and trips Manual handling Falls from height Fire Electricity Contact with machinery / equipment</p> <p>Risk of ill-health from: Repetitive movements Awkward postures</p> | <ul style="list-style-type: none"> ▪ Access restricted to authorised workers. ▪ Doors / entrances kept closed to prevent unauthorised access. ▪ Adequate lighting and heating levels ensured. Lighting located so that racking does not cast shadows or block light. ▪ Heaters serviced and maintained in accordance with manufacturer’s recommendations. ▪ Roller shutter doors serviced and maintained in accordance with manufacturer’s recommendations. ▪ Pallets inspected for damage; damaged pallets replaced prior to stacking. ▪ Pallet trucks and forklift assessed separately. ▪ Manual handling assessed separately. ▪ Warehouse laid out to allow for safe movement of goods and people; good sight lines ensured. ▪ Level floor through warehousing area, no ramps or slopes. ▪ Non-slip flooring throughout. Change of level highlighted, e.g. steps / stairs. ▪ Waste collection and arrangements in place; high standards of | Medium | <ul style="list-style-type: none"> ▪ Provide protected pedestrian walkways where possible; impact barriers to be erected where identified. ▪ Implement the findings of the Fire Risk Assessment with regards the warehouse area. ▪ PPE - Signs to be displayed on entrance to warehouse. ▪ Review the general housekeeping in the warehouse to keep walkways clear, fire exits clear, combustible items away from sources of ignition, flammable substances locked away in fire resistant cabinets etc. | <p>Walkways already outlined and now kept clear</p> <p>Warehouse decluttered</p> <p>Fire resistant cupboard in place</p> |

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| | | | <p>housekeeping maintained.</p> <ul style="list-style-type: none"> ▪ Spillages (wet or dry) cleared immediately. ▪ Fire risk assessment completed. ▪ Visitors and contractors supervised when in warehouse; areas barriered off where necessary. ▪ and facilities provided. ▪ Fire extinguishers provided by fire exits. Fire exits suitably signed. ▪ First aid kit available. ▪ PPE is worn – safety shoes, high visibility clothing, head protection. Signs displayed on entrance to warehouse. | | | |
| 42. | Warehouse Type Racking | <p>Risk to workers and anyone else in area.</p> <p>Risk of death or serious injury from: Failure of racking Falling objects Impact from moving vehicles Slips and trips Manual handling Falls from height</p> | <ul style="list-style-type: none"> ▪ Warehouse operatives would report any damage. ▪ Racking designed for types of loads to be stored, e.g. pallet racking, shelving etc. ▪ Safe working load displayed on racking. ▪ Shelving/racking not overloaded with goods. Within safe working loads at all times. ▪ Loads uniformly distributed over deck area of pallets. Pallets checked visually prior to stacking. ▪ No climbing on racking permitted. Access steps provided if access required. | Medium | <ul style="list-style-type: none"> ▪ Ensure all racking sections secured to each other and to floor / fabric of building to ensure stability. ▪ Undertake and record in-house visual racking inspections. ▪ | <p>All racking secured to floor</p> <p>Visual inspections carried out by facilities on monthly basis record in TEAMS file</p> |
| 43. | Wedding & Event Management | <p>Risk to guests, workers, contractors, suppliers</p> <p>Risk of fatal, serious or minor injury from:</p> | <ul style="list-style-type: none"> ▪ Terms and conditions documented and agreed with the client. All events managed by Theatre management & only reputable suppliers permitted. ▪ Clients make arrangements for their | Medium | <ul style="list-style-type: none"> ▪ Ensure fire risk assessment in place for The Great Barn and any temporary structures (e.g. marquees). Additional extinguishers to be provided for | <p>FRA in place now due Nov 22</p> <p>Extra extinguishers</p> |

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| | | <p>Fire / explosion Being struck by a vehicle Slips, trips & falls</p> <p>Risk of ill health from: Food poisoning.</p> | <p>own catering, entertainment, marquees etc. Venue recommended providers are preferred but clients can use own.</p> <ul style="list-style-type: none"> ▪ Public liability insurance in place. ▪ External lighting provided where necessary for safe access to / from parking area and function areas. ▪ Theatre management on-call during all events to deal with any issues arising. ▪ Floors and walkways maintained, including external paths and gardens. ▪ Toilet and washing facilities available; suitable numbers of facilities arranged based on expected number of guests. ▪ Fire extinguishers readily available and serviced annually. ▪ First aid kit available at The Great Barn. ▪ No fireworks permitted. | | <p>temporary structures.</p> <ul style="list-style-type: none"> ▪ Ensure access to any restricted areas (such as electrical installations) are kept secure. All out of bounds area / rooms are to be communicated to the client. ▪ Ensure emergency procedures are in place as relevant to event type & size and that these are communicated to the client. ▪ Identify assembly point for large events that will accommodate guest numbers. ▪ Ensure pre-event inspections are documented. ▪ Provide first aid kits in main function venues; ensure workers and contractors / suppliers aware of location. Suppliers also to provide own first aid resources. | <p>available at barn</p> <p>All of of bounds areas are locked In Hirers pack</p> <p>Assembly point clearly marked and lit</p> <p>First Aid areas clearly marked with green cross. First Aid kits inspected monthly by Facilities team and logged</p> |
| 44. | Winch (The Great Barn) | <p>Risk to workers and anyone else in the area</p> <p>Risk of death or serious injury from: Falling items</p> | <ul style="list-style-type: none"> ▪ No used for lifting persons, to assist with loading / moving of lighting rig. ▪ Kept within a boxed cabinet area. | Medium | <ul style="list-style-type: none"> ▪ Ensure the winch located at The Great Barn has been subject to a thorough examination (as required by the LOLER regulations) ▪ Ensure that the load rating and load safety SWL is displayed on (or next to) the winch. ▪ Train workers in the use of winch (at The Great Barn) equipment and document the training. ▪ Ensure any defects are immediately reported and | <p>Loler tested yearly by Promech see Teams for cert</p> <p>Displayed already on winch</p> <p>Only 8 people trained and allowed to use winch</p> <p>Booklet attached at winch</p> |

| | | | | | equipment taken out of service. | for Method of use and faults etc |
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| 45. | Work near Roads / Car Parks | <p>Risk to workers and anyone else in area</p> <p>Risk of death or serious injury from: Being struck by moving vehicles Slips & trips Road traffic incident</p> | <ul style="list-style-type: none"> ▪ Experienced workers. ▪ Work area segregated from traffic or people if needed, use cones / traffic control signs & precautions as required. ▪ Contractors used if traffic control measures such as traffic lights required. ▪ Flashing amber beacon on vehicles where appropriate. ▪ First aid kit readily available. ▪ Mobile phone carried for use in case of emergency. ▪ High visibility clothing worn when working near moving vehicles or on / alongside roads. | Medium | <ul style="list-style-type: none"> ▪ Undertake a specific risk assessment and safe working procedure for any work near roadsides and car parks. | Ongoing |
| 46. | Working at height (use of ladders) | <p>Risk to workers and anyone else in area.</p> <p>Risk of death or serious injury from: Falls from height Falling objects Collision between vehicles and access equipment Failure of access equipment</p> | <ul style="list-style-type: none"> ▪ Minimal work at height is carried out ▪ Experienced workers. ▪ maintenance department carries out building repairs. repairs including changing lightbulbs etc. ▪ Contractors used for significant work, including tree work. ▪ Ladder use avoided where possible. Long handled tools / equipment available. ▪ Good housekeeping. ▪ First aid kits readily available. ▪ Work at height avoided where possible during high winds or rain. ▪ Area beneath ladder protected where necessary to ensure no-one enters danger zone beneath work. ▪ Ladders not left at work sites unattended. ▪ Mobile phone carried for use in case of emergency. ▪ Non-slip safety footwear worn; check | Medium | <ul style="list-style-type: none"> ▪ Tasks with significant risks will need to be subject to a further, more specific assessment prior to undertaking the activity. ▪ Ladders should be to British Standard (BS) Class 1 'Industrial' or BS EN 131 (no "Domestic" rated ladders). Remove any obsolete or defective ladders. ▪ Anyone using ladders should be made aware of and carry out ladder pre-use checks and follow safe systems of work. ▪ Compile a ladder register, record inspections on quarterly basis. ▪ Ensure ladders are stored securely when not in direct use. ▪ Refer to the 'Working Safely With' document for further guidance. | <p>Ladder register kept on Teams, monthly inspections and pre use sheet checked before using. Safe method of use sheet. In ladder area (on wall)</p> <p>(see above)</p> <p>Ladders chained</p> |

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| | | | treads of footwear prior to climbing ladders to ensure clear of mud / dirt. | | | |
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Declaration

Workers should sign below to record that they have been made aware of the contents of relevant Risk Assessments and will comply with the Control Measures detailed.

| Print Name | Signature | Date |
|-----------------|-----------|------|
| Kevin Fraser | | |
| Else Palmer | | |
| Aaron Hayes | | |
| Colin Emmett | | |
| Neil Brant | | |
| Cath Marsden | | |
| Alan James | | |
| Pauline Galea | | |
| Sassy Harvey | | |
| Emma Jeans | | |
| Lucinda Jeans | | |
| Dave Kenny | | |
| Godfrey Buckely | | |
| Janette Evans | | |
| Kay Fraser | | |
| Adam Feeley | | |
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