The Dream Factory Building Risk Assessment: Reviewed March 2024

FOYER

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date Completed by |
| Electrical doorsBig Clear Windows | Objects or body parts being trapped by sliding doors.Running in to the windows | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Members of the public and staff. Mainly children too small to activate sensors.Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of the public. | * Any adjustments to door controls made by Playbox staff only.
* Children encouraged not to play in or around the door area.
* Weather permitting, risk is minimised by keeping the doors on ‘hold’ setting.
* Information Officers made aware of the danger and vigilant for children playing close to the doors.
* Warning signs stating ‘keep clear’ installed on both doors and clearly displayed.
* All relevant staff are up to date with 1st Aid Training
* Large posters always displayed on windows
* Permanent stickers on windows to ensure they are always marked.
 | At the start of every day ensure the door is operating correctly and on an appropriate setting. | Daily |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Staff and members of the public. | * Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign of any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk.
 | Ensure socket covers are fitted where required.Report issues to building maintenance | DailyAs required |
| Objects Displayed and Front of House Displays | Risk of loose items, items that may fall or be pulled over. | Likelihood of incident:HighLikelihood of injury:ModerateSeverity of injury: ModerateThose at risk: Members of the public, mainly children. | * Only members of staff can adjust and erect the displays.
* Children are asked not to tamper or play with the displays.
* Staff display the items as securely as possible.
* Staff are encouraged to keep a vigilant watch of the area when members of the public are occupying the building.
* Do Not Touch signs are displayed as a warning on each display.
 | Assess each display individually. | As required |
| Heaters and Heating ventilation | Risk of fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building | * Fire alarm, detection system and fire fighting equipment is checked when required to ensure its working order.
* Fire Alarms are tested weekly.
* All staff adequately trained for evacuation.
* Heating ventilation outlets are not covered by any objects.
* Heaters are correctly switched off when not in use.
* Fire exits and routes are clearly labelled at all times. Outer corridors are kept clear and adequately lit in case of evacuation.
* Fire fighting, detection and alarm systems are in place and regularly updated to aid evacuation and control any incident.
* All Playbox staff are familiarised with fire evacuation procedures and extinguisher positions on joining the company.
 | Ventilation filters to be cleaned or changed on a regular basis.. | As required |

# **JINKS**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date to be completed by. |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: HighThose at risk:Members of the public, mainly children. | * Children using the space are never left unsupervised for any reason.
* Children are not to use the sockets.
* Staff are encouraged to be vigilant at all times when children are occupying the space.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign of any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Spotlights and parachute on ceiling | Risk of Fire | Likelihood of incident: LowLikelihood of injury:ModerateSeverity of injury: HighThose at risk: All occupants of the building | All lights to be switched off when not in use.Information Officer or last person to lock up to check that all lights are off.* Parachute is treated with flame proofing.
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| Inward opening windows | Objects or body parts being trapped in the window.Fixtures becoming loose and hazardous. | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: ModerateThose at risk: Staff and children attending workshops | * Windows are only operated by Playbox staff.
* Children are not left in the studio space at any time.
* Staff are encouraged to be vigilant at all times when children are occupying the space.
* Fixtures checked on a weekly basis to ensure they are safe to use.
* Weekly building checks carried out by Building Maintenance.
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| Underfloor heating | Risk of fire. | Likelihood of incident: LowLikelihood of injury:ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems. Both serviced regularly.
* Fire Alarms tested weekly.
* Any maintenance or repairs needed are carried out in a timely fashion.
* Fire alarm, detection system and fire fighting equipment is checked regularly.
* Heating controls are not operated by anyone other than staff.
* Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox.
* Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation.
* Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation.
* Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame.
* Spotlights are only operated by Staff and are only used for the duration of a workshop or party.
* Information Officer to check all lights are turned off on lock up.
* Control Box to be kept locked.
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| Trip HazardRisk of Injury | Wooden blocks at floor level. | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: LowThose at risk: Members of the public, mainly children | * Staff are encouraged to keep all wooden blocks against the wall when not in use.
* Children are not allowed in the studio unsupervised for any reason.
* Supervising staff are encouraged to be vigilant when children are using the blocks.
* A constant level of light is to be maintained in the room to avoid reduced visibility.
* Any damaged boxes are removed and fixed to avoid injury from sharp edges ect.
 | Any damage to be reported to building maintenance | As required |

## BOX OFFICE

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date Completed by |
| Electrical SocketsSound System and Lighting Controls | Risk of electric shock.Risk of Electric Shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff and chaperones.As above | * Children are not allowed behind the box office counter unsupervised.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
* Only staff members allowed to use the sockets
* Only staff to operate the system.
* Staff to be vigilant about children getting to the system
* Equipment is switched off when not in use.
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Electrical Equipment | Risk of fire | Likelihood of incident: LowLikelihood of injury:ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * All electrical equipment is switched off when not in use.
* All portable electrical testing is kept in date.
* Fire alarms tested weekly.
* Staff are encouraged not to use equipment if the cable is damaged or any external wires are exposed.
* Fire alarm, detection system and fire fighting equipment is checked regularly.
* Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox.
* Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation.
* Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation.
* Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame.
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| Trip Hazards/Injury | Staff personal belongings at or around ground level.Office Equipment | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff and chaperones. | * Staff are encouraged to keep the floor clear of items and use the staff kitchen and the hooks provided.
* A constant level of light is kept on to avoid reduced visibility.
* Lost property is stored neatly and boxed where possible.
* Only a small pile of new lost property is kept behind the Box Office.
* No sharp objects; eg scissors to be left behind the desk when not occupied by a member of staff.
 | A more efficient and neater lost property storage system. | Daily |

## CAFÉ SEATING AND AGORA

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date completed by |
| Trip Hazards | Chair legs and edge of the agora | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff and members of the public, mainly children. | * Area is adequately lit at all times to avoid reduced visibility and minimise risk to personnel.
* Staff are encouraged to be vigilant when members of the public are on the premises.
* Any unnecessary items are removed from the floor area.
* Agora is blocked off by soft settees to minimise running around the area.
* Agora blocks are covered in padding and have soft edges.
* Children are asked not to run in the foh area.
 | Ensure trip hazards are minimised at all times. | Daily |
| Slip or fall hazard | Wear and tear on furniture makes it unstable. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: LowThose at risk: Members of the public. | * Furniture checked on a regular basis to ensure its safety.
 | Report any issues to building maintenance. | As required |
| Electrical sockets | Risk of electric shock. | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: HighThose at risk: Members of staff and members of the public, children mainly. | * Members of the public are not allowed to use the sockets without asking permission of a member of staff.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport any issues to building maintenance | DailyAs required |

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| FOH Displays | Risk of falling | Likelihood of incident:LowLikelihood of injury:LowSeverity of injury: ModerateThose at risk: mainly children | * Displays arranged as safely as possible.
* Do Not Touch signs displayed as warning.
* Parents encouraged to supervise their children whilst in Front of House space.
* Front of House staff to be aware of any potential hazards.
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##### OUTSIDE PAVED AREA & GRASSED AREA

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| Hazard | Nature of Risk | Level of Risk | Control Measures In Place | Control Measures Suggested | Date to be completed by. |
| Trip Hazards | Paving stones may be uneven with edges slightly raised. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: members of staff, members of the public, children of neighbouring school.  | .* Children are advised not to run in the area.
* Children are encouraged to wear footwear whilst outside.
* Children from the neighbouring school are encouraged to keep clear of the area.
* At night the area is lit to improve visibility.
* Gritting is put down on paths in bad weather to prevent slipping.
* Paving slabs checked within building checks
 | Check that paving slabs are secure | As required |
| Slip/Fall | Grassed area sloping | As above | * Children advised not to run
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| Slip/Fall | Outside furniture wear and tear | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: members of staff, members of the public. | * Parents to be vigilant
* Furniture checked regularly by staff
 | Report any damage/wear/tear to maintenance  | As required |

## CAFE

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| Hazard | Nature of Risk | Level of risk | Control Measures in place | Control Measures Suggested | Date completed by |
| Electrical Equipment | Risk of electric shockRisk of fire | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff. | * Portable electrical testing carried out annually.
* Fire alarms are tested weekly.
* Only trained café staff to use the electrical equipment.
* Members of the public do not enter the space.
* Chaperones are not allowed into the space unless supervised by café staff.
* Staff are encouraged not to use the equipment if the equipment plug is damaged or if there are any internal wires exposed.
* Staff are encouraged to turn off equipment when not in use.
* Fire alarm, detection system and fire fighting equipment is checked regularly.
* Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox.
* Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation.
* Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame.
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| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff. | * Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted.
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Trip Hazard | Items of stock at or around floor level.Wires and plugs on or around floor level | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Members of staff. | * All non-essential items should be removed from the floor.
* Café staff are to leave their personal belongings in the staff kitchen.
* The area is adequately lit at all times to avoid reduced visibility.
* If the hazard cannot be removed or secured to reduce the risk to a negligible level then the hazard must be clearly marked.
* All café staff familiarise themselves with the layout of the café regularly to update themselves on any changes.
* Only staff members are permitted behind the counter.
* All wiring is run along or close to the wall.
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| Knocking Hazard | Shelves on or around head and shoulder level. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff. | * Office staff are encouraged not to go behind the café counter unless there is a member of cafe staff present.
* Chaperones are not allowed in the space unless supervised at all times by a member of cafe staff
* All café staff familiarise themselves with the layout of the café on a regular basis to update themselves on any changes.
* The area is adequately lit at all times to avoid reduced visibility.
* Staff are encouraged to be extra vigilant at all times when working in this area.
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| Contamination  | Risk of food poisoning. | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Members of staff, members of the public, Playbox members, all using the café. | * All cafe staff receive relevant training on health and hygiene.
* All sell by dates are adhered to.
* All food is day dotted.
* Staff are encouraged to use their training to ensure that all food and drink is stored correctly.
* All staff are encouraged to keep the food preparation areas clean and use the correct materials to clean with.
* Daily and weekly cleaning rota is checked by the cafe manager.
* Cafe manager is trained in basic food hygiene, intermediate level.
* Cafe has separate HASSUP plan
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## CAFE CORRIDOR

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date to complete by |
| Trip Hazard | Wet floor from spills leading to slipping and falling. | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff, members of the public, chaperones. | * If the floor becomes wet a yellow “caution” sign is displayed over the wet area.
* Staff and chaperones are encouraged to be vigilant when children are in the building.
* Front of house staff are encouraged to be vigilant during a performance.
* Regular toilet checks are carried out during busy periods.
 | Report any issues to building maintenance | As required |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Staff and members of the public. | * Members of the public are not allowed to use the sockets without asking permission of a member of staff.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |

## CLEANING CUPBOARD

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| Hazard | Nature of Risk | Level of Risk | Control Measures in place | Suggested control measures | Date completed by: |
| COSHH | Risk of contamination and harm to personnel and public. | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Members of staff, especially cleaners/building maintenance also Members of the public | * Members of staff are encouraged not to enter the area unless absolutely necessary.
* Personnel encouraged to put the correct items in the correct storage facility.
* COSHH warning and information poster displayed in this area.
* Cleaning staff are encouraged to ensure that all materials are labelled correctly, and with the correct warning symbol.
* Staff are encouraged to ensure that this cupboard is locked securely and correctly after use to avoid members of the public entering the space.
* Only staff members allowed access to cupboard
 | * Staff with access to undertake annual COSHH training with an appropriate training body.
 | As required |

## MALE TOILETS

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| Hazard | Nature of risk | Level of risk | Control measures in place | Suggested Control Measures  | Date completed by |
| Trip HazardHot Water | Spillage and leakage will produce slipping hazardScalding Hands | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury:ModerateThose at risk: Male staff members and male members of the public.Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury:ModerateThose at risk: Male staff members and male members of the public. | * If the floor becomes wet then a yellow “caution” sign will be displayed outside the door until dry.
* Staff and chaperones are encouraged to be vigilant when children are using the toilet facilities.
* Front of house staff are encouraged to be vigilant throughout the performances.
* Regular toilet checks are carried out during busy periods.
* Warning stickers above all basins – Caution Hot Water
 | Report any issues to building maintenance. | As required |

## FEMALE TOILETS

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| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control measures in place | Suggested control measures | Date completed by |
| Trip HazardHot Water | Spillage and leakage will produce slipping hazardScalding Hands | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury:ModerateThose at risk: Female staff members and female members of the public.Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury:ModerateThose at risk: Female staff members and female members of the public. | * If the floor becomes wet then a yellow “caution” sign will be displayed outside the door until dry.
* Staff and chaperones are encouraged to be vigilant when children are using the toilet facilities.
* Front of house staff are encouraged to be vigilant throughout the performances.
* Regular toilet checks are carried out during busy periods.
* Warning stickers above all basins – Caution Hot Water
 | Report any issues to building maintenance. | As required |

## DISABLED TOILET

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date to be completed by |
| Trip HazardBaby changing unit Hot Water | Spillage and leakage will produce slipping hazardFalling from unitScalding Hands | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury:ModerateThose at risk: staff members and members of the public.Likelihood of incident: LowLikelihood of injury: HighSeverity of injury:HighThose at risk: Male/Female staff members and male/female members of the public.Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury:ModerateThose at risk: Female staff members and female members of the public. | * If the floor becomes wet then a yellow “caution” sign will be displayed outside the door until dry.
* Staff and chaperones are encouraged to be vigilant when children are using the toilet facilities.
* Front of house staff are encouraged to be vigilant throughout the performances.
* Regular toilet checks are carried out during very busy periods.
* Unit is checked daily for any damage to wall brackets
* Warning on unit, not to leave babies unsupervised on unit
* Warning stickers above all basins – Caution Hot Water
 | Report any issues to building maintenance. | As required |

### OFFICE CORRIDOR

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| Hazard | Nature of Risk | Level of Risk | Control Measures in place | Suggested control Measures | Date completed by. |
| Electrical SocketsTrip Hazard | Risk of electric shockRisk of falling over items left in corridor | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Staff and members of the public.Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Staff and members of the public. | * Members of the public are not allowed to use the sockets without asking permission of a member of staff.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
* All items to be stored against the wall and a clear pathway through to be left.
* Any costumes or props to be put back into wardrobe when finished with and not left in the corridor.
 | Socket covers to be fitted where requiredReport issues to building maintenance | DailyAs required |

## CREATION

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| Hazards | Nature of Risk | Level of Risk | Control Measures In Place | Suggested Control Measures | Date completed by |
| Electrical Sockets | Risk of electric shock. | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Staff | * Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Staff | * All portable electrical testing is carried out and is in date.
* Staff are encouraged not to use items with damaged cables or internal wires exposed.
 |  |  |
| Electrical Equipment  | Risk of Fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All building occupants. | * All electrical equipment is switched off correctly at the end of the day.
* Fire alarm tested weekly
* All portable electrical testing is carried out and in date.
* Staff are encouraged to familiarise themselves with fire evacuation routes and procedures.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
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| Trip Hazard | Staff personal belonging at or around floor level. Computer and telephone cables at or around floor level. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff | * Staff are encouraged to keep the floor clear of items
* All unnecessary items are removed.
* A constant level of light is maintained to avoid reduced visibility.
* All cables are secured correctly and covered if practical.
* If a trip hazard cannot be removed or secured to reduce the risk to a negligible level then the hazard is clearly marked.
* Staff are encouraged to keep their personal belongings under their own workspace or on the hooks provided in the staff kitchen.
* Weekly building checks are carried out to identify and potential hazards.
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| Longevity at Computer | Too much time may result in straining of eyes causing headaches. Prolonged exposure can result in muscular problems in the future | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: LowThose at risk: Staff | * Displaying health and safety display screen equipment regulations poster.
* Staff are encouraged not to spend too long looking at screens
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| Falling Objects | Objects on shelves/cabinets falling onto desks or occupants. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff | * Ensure items are stored safely and correctly.
* Do not overload shelving
* Check there is no damage to shelves and brackets.
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## DIRECTORS OFFICE

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| Hazard | Nature of Risk | Level of Risk | Control Measures in place | Suggested Control Measures | Date completed by. |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Company directors | * Sockets are only used if they are secured to the wall correctly.
* Directors are not encouraged to use any socket if there are signs of previous damage.
* Directors are encouraged not to use sockets if they are wet and to never put any metal objects into the socket.
 | Ensure socket covers are fitted where required.Report any issues to building maintenance. | DailyAs required |
| Electrical Equipment | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Company directors | * All portable electrical testing is carried out annually.
* Directors are encouraged not to use an item if cables are damaged and internal wires are exposed.
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| Electrical Equipment | Risk of Fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * All electrical equipment is switched correctly at the end of the day.
* Fire alarm is tested weekly
* All portable electrical testing is carried out and in date.
* Staff are encouraged to familiarise themselves with fire evacuation routes and procedures.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
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| Trip Hazards | Directors personal belongings at or near floor level.  | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Company directors. | * All unnecessary items are removed from the floor
* A constant level of light is maintained in the room to avoid reduced visibility.
* If a trip hazard can not be moved or secured to reduce the risk to a negligible level then the hazard is clearly marked
* Included in weekly building checks to identify and potential hazards
* All wiring is kept under the desk or against the wall
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## STAFF KITCHEN

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| Hazard  | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Equipment  | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: All staff members. | * Portable electrical testing is carried out annually.
* Staff are encouraged not to use items if the cable is damaged or any internal wires are exposed.
* Any broken or faulty equipment is to be reported immediately
* Ensure work surfaces are dry.
 | Report issues to building maintenance | As required |
| Electrical Equipment | Risk of fire | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: All occupants of the building. | * Toaster not left unattended whilst in use.
* Fire alarm is tested weekly
* All electrical equipment is switched off correctly when not in use.
* All portable electrical testing is carried out and in date.
* Staff are encouraged to familiarise themselves with fire evacuation routes and procedures.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
* Ensure work surfaces are dry.
 |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff. | * Sockets are only used if they are secured to the wall correctly.
* Staff are not encouraged to use any socket if there are signs of previous damage.
* Staff are encouraged not to use sockets if they are wet and to never put any metal objects into the socket.
 | Socket covers to be fitted where required.Report issues to building maintenance | DailyAs required |
| Trip Hazard | Staff personal belongings at or near ground level. | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: LowThose at risk: Members of staff | * Staff are encouraged to keep their belongings on the pegs provided.
* A constant level of light is maintained to avoid reduced visibility.
* If a trip hazard cannot be moved, or secured to reduce the risk to a negligible level the hazard is clearly marked.
* Lost Property stored must be bagged up and sent to charity shop at the end of every season
 |  |  |
| Contamination  | Risk of food poisoning. | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Members of staff,  | * All staff are responsible for their own perishable items.
* Staff are encouraged to store all food and drink correctly in a shared fridge.
* All staff are encouraged to keep the food preparation areas clean and use the correct materials to clean with.
 | All staff to actively help maintain cleanliness. | Daily |

## DF4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measure in Place | Suggested Control Measures | Date completed by: |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff and members of the public using the space. | * Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Socket covers to be fitted where requiredReport issues to building maintenance  | DailyAs required |
| Trip Hazard | Film Equipment | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Members of staff and members of the public using the space. | * A constant level of light is maintained to avoid reduced visibility.
* All Film equipment is kept at the back of the room against the window to limit damage to items and also staff members
* Equipment removed for public use of space.
 |  |  |

## NEW WARDROBE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Trip Hazard/Falling hazard | Items on or around floor levelItems above head levelUse of ladder to reach high items | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff. | * No member of the public or Playbox member uses the wardrobe without supervision by a member of staff.
* The stage manager is to return all items to their correct place and to store them in a tidy manner.
* Unnecessary items are removed from the floor space.
* A constant level of light is maintained to avoid reduced visibility.
* The door to the room is kept locked at all times when not in use.
* Only staff are to open the door
* Wardrobe included in regular building checks
* Staff are encouraged not to reach further than they are able
* Ensure ladder is safely secured before climbing
 |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets
 | Socket covers to be fitted where requiredReport issues to building maintenance | DailyAs required |
| Electrical Equipment | Risk of Fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * All electrical equipment is switched off correctly when not in use.
* Fire alarm is tested weekly
* All portable electrical testing is carried out and in date.
* Staff are encouraged to familiarise themselves with fire evacuation routes and procedures.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
* Area to be kept clear for easy access
* All flammable liquids are stored in fire resistant cabinets and locked away.
 |  |  |
| Electrical Equipment | Risk of harm to personnel. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, mainly technical staff. | * Staff are not to use any tools without being trained.
* Staff are not to use any tools without authorisation.
* Tools are switched off when not in use.
* All portable electrical testing is carried out annually.
* Staff are encouraged not to use equipment if it looks damaged or any wiring is exposed.
 |  |  |

## WORKSHOP/OLD WARDROBE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures |  Date completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets
 | Socket covers to be fitted where requiredReport issues to building maintenance | DailyAs required |
| Electrical Equipment | Risk of Fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * All electrical equipment is switched off correctly when not in use.
* Fire alarm is tested weekly
* All portable electrical testing is carried out and in date.
* Staff are encouraged to familiarise themselves with fire evacuation routes and procedures.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
* Area to be kept clear for easy access
* All flammable liquids are stored in fire resistant cabinets and locked away.
 |  |  |
| Electrical Equipment | Risk of harm to personnel. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, mainly technical staff. | * Staff are not to use any tools without being trained.
* Staff are not to use any tools without authorisation.
* Tools are switched off when not in use.
* All portable electrical testing is carried out annually.
* Staff are encouraged not to use equipment if it looks damaged or any wiring is exposed.
 |  |  |
| Trip Hazard | Wood, set and equipment  | Likelihood of incident: HighLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, mainly technical staff. | * A constant level of lighting is maintained to avoid reduced visibility.
* No member of the public is allowed in the space at any time, supervised or unsupervised.
* Regular tidying of space is now in place.
* It is included in weekly building checks
 |  |  |
| Combustible Materials | Risk of Fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of the technical team. | * All combustible materials are removed unless necessary.
* Fire alarm tested weekly
* All flammable liquids are stored in a flame resistant cabinet.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
 |  |  |

**BACK CORRIDOR.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date complete by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Trip Hazard | Props out during and in between performances | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, chaperones and performing personnel. | * No members of the public or children are to be left in the space unsupervised. Staff and chaperones ensure that no one runs in this area.
* Personnel are made aware of items left out in this area for use during performances.
* A constant level of light is maintained to avoid reduced visibility.
* Stage Manager is responsible for safe storage of all props.
* All items must be against the wall leaving a clear walkway along the corridor.
* Chaperones and staff are encouraged to be extra vigilant when children and members of the public are in the building.
 |  |  |

## DRESSING ROOM CORRIDOR

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Socket | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff, mainly, technical staff. | * Children and members of the public are not allowed in this space supervised or unsupervised.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Trip Hazard | Chaperones equipment | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Members of staff, chaperones and performing personnel. | * A constant level of light is maintained to avoid reduced visibility.
* Chaperones are to keep all equipment safely against the wall when not stored in the cupboard.
* Equipment is stored in the cupboard when not in use.
* Chaperones and staff are encouraged not to leave performers or members of the public unsupervised in this area.
* Corridor is to be kept clear of obstruction at all times
 |  |  |

## REVELS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place  | Suggested Control Measures | Date Completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not allowed in this space
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Underfloor heating  | Risk of fire | Likelihood of incident: LowLikelihood of injury:ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems.
* Fire alarm tested weekly
* Any maintenance or repairs needed are carried out in a timely fashion.
* Fire alarm, detection system and fire fighting equipment is checked regularly.
* Heating controls are not operated by anyone other than staff.
* Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox.
* Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation.
* Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation.
* Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame.
 | . |  |
| Trip Hazard | Toilet room floor becomes slippery when wet | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff and members of the public using dressing room | * Staff and chaperones are encouraged to warn children of the dangers of the floor when wet.
* If the floor does become wet a yellow “caution” sign is displayed outside the entrance to the cubicle.
* Staff and chaperones are encouraged to be vigilant when children are occupying the space.
* Space is included in weekly building checks
 | Report issues to building maintenance | As required |
| Fold away desks | Risk of objects and body parts becoming trapped | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff and members of the public using the area, mainly children | * Children occupying the space are not left unsupervised at any time.
* Staff and chaperones are encouraged to be vigilant at all times when children are occupying the space
* Only staff and chaperones are permitted to alter the position of the desks.
 |  |  |
| Desk Lighting | Risk of fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building | * Children occupying the space are not left unsupervised at any time.
* Desk lighting is turned off when not in use.
* Staff and chaperones are encouraged to be vigilant when children are using the space.
* All staff are trained in fire evacuation procedure
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire alarm tested weekly
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
* Chaperones to carry out a final sweep of space to ensure all lights are out.
 |  |  |
| Props and circus equipment | Risk of harm to personnel | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: LowThose at risk: Members of the public and staff using the area | * All circus equipment stored neatly in purpose built area with closing doors
* No members of the public to use the space at any time
* All children are made aware of the danger of climbing on props
* Space is only occupied by senior Playbox Members
* All props stored at the back of the space.
 | . |  |
| Toilet sliding door | Risk of falling | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of the public, chaperones and staff using the area | * Doors check weekly for breakage and signs of wear and tear
* If doors are broken “out of order” signage is clearly displayed.
 | Report issues to building maintenance | As required |

## REVELS UTILITY CUPBOARD

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not allowed in this space
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Trip/Falling HazardStorage of sewing machines | Props and other equipment stored at floor level Risk of injury if used unsupervised | Likelihood of incident: ModerateLikelihood of injury: LowSeverity of injury: LowThose at risk: Staff/ChildrenLikelihood of incident: ModerateLikelihood of injury: LowSeverity of injury: LowThose at risk: Staff/Children | * Staff are encouraged to store items neatly and safely.
* All unnecessary items are removed
* A constant level of light is maintained to avoid reduced visibility.
* Door to cupboard is kept shut
* No members or public to use machines unsupervised
* Staff to take care when using the washing machine
 |  |  |
| Fall Hazard | Objects falling from shelves | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff/Children | * Ensure all objects are safely stored
* Remove any unsafe items and relocate
* Report any damage to shelves/brackets
 | Report issues to building maintenance | As required |

## CARNIVAL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not allowed in this space.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Underfloor heating  | Risk of fire | Likelihood of incident: LowLikelihood of injury:ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems.
* Any maintenance or repairs needed are carried out in a timely fashion.
* Fire alarm tested weekly
* Fire alarm, detection system and fire fighting equipment is checked regularly.
* Heating controls are not operated by anyone other than staff.
* Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox.
* Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation.
* Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation.
* Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame.
 |  |  |
| Trip Hazard | Toilet room floor becomes slippery when wet | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff and members of the public using dressing room | * Staff and chaperones are encouraged to warn children of the dangers of the floor when wet.
* If the floor does become wet a yellow “caution” sign is displayed outside the entrance to the cubicle.
* Staff and chaperones are encouraged to be vigilant when children are occupying the space.
 | Report issues to building maintenance | As required |
| Fold away desks | Risk of objects and body parts becoming trapped | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: LowThose at risk: Staff and members of the public using the area, mainly children | * Children occupying the space are not left unsupervised at any time.
* Staff and chaperones are encouraged to be vigilant at all times when children are occupying the space
* Only staff and chaperones are permitted to alter the position of the desks.
 |  |  |
| Desk Lighting | Risk of fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building | * Children occupying the space are not left unsupervised at any time.
* Desk lighting is turned off when not in use.
* Staff and chaperones are encouraged to be vigilant when children are using the space.
* Staff are fully trained in evacuation procedures.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
* Chaperones to do final check that all lights are out before leaving
 |  |  |
| Toilet sliding door | Risk of falling | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of the public, chaperones and staff using the area | * Doors checked weekly for breakage and signs of wear and tear
* If doors are broken “out of order” signage is clearly displayed.
 | Report issues to building maintenance | As required |

## FIESTA

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control measures in Place | Suggested Control Measures | Date completed by |
| Electrical sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Staff and members of the public using the dressing room, mainly children | * Members of the public are not in this space
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Underfloor heating  | Risk of fire | Likelihood of incident: LowLikelihood of injury:ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * Records kept on annual maintenance of the boiler and heating systems.
* Fire Alarm tested weekly
* Any maintenance or repairs needed are carried out in a timely fashion.
* Fire alarm, detection system and fire fighting equipment is checked regularly.
* Heating controls are not operated by anyone other than staff.
* Staff are familiarised with fire evacuation routes and procedures at the beginning of their employment with Playbox.
* Fire exits and routes are clearly labelled and kept clear and adequately lit at all times in case of evacuation.
* Staff are encouraged to be aware of members of the public in the building at all times in case of evacuation.
* Fixtures and fittings are suitably resistant to fire or treated to improve resilience to flame.
 |  |  |
| Trip Hazard | Toilet room floor becomes slippery when wet | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Staff and members of the public using dressing room | * Staff and chaperones are encouraged to warn children of the dangers of the floor when wet.
* If the floor does become wet a yellow “caution” sign is displayed outside the entrance to the cubicle.
* Staff and chaperones are encouraged to be vigilant when children are occupying the space.
 | Report issues to building maintenance | As required |
| Fold away desks | Risk of objects and body parts becoming trapped | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: LowThose at risk: Staff and members of the public using the area, mainly children | * Children occupying the space are not left unsupervised at any time.
* Staff and chaperones are encouraged to be vigilant at all times when children are occupying the space
* Only staff and chaperones are permitted to alter the position of the desks.
 |  |  |
| Desk Lighting | Risk of fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building | * Children occupying the space are not left unsupervised at any time.
* Desk lighting is turned off when not in use.
* Chaperones to do final check that all lights are out before leaving
* Staff and chaperones are encouraged to be vigilant when children are using the space.
* Staff are encouraged to familiarise themselves with fire evacuation routes and procedures.
* Fire alarm is tested weekly
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated to improve resilience to flame.
 |   |  |
| Toilet sliding door | Risk of falling | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of the public, chaperones and staff using the area | * Doors checked weekly for breakage and signs of wear and tear
* If doors are broken “out of order” signage is clearly displayed.
 | Report issues to building maintenance | As required |

## CAROUSEL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Control Measures Suggested | Date Completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: HighThose at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason.
* Children are not to use the sockets without the express permission of the supervising staff.
* Staff are encouraged to be vigilant at all times when children are occupying the space.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Trip Hazard | Floor becomes slipping hazard if only socks are worn on feet | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: LowThose at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason.
* Shoes must be worn at all times or otherwise bare feet.
* Staff are encouraged to be vigilant at all times when children are occupying the space.
 |  |  |
| Inward opening windows | Objects or body parts being trapped in the window.Fixtures becoming loose and hazardous. | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: LowThose at risk: Staff and children attending workshops | * Windows are only operated by Playbox staff.
* Children are not left in the studio space at any time.
* Staff are encouraged to be vigilant at all times when children are occupying the space.
* Fixtures checked on a weekly basis to ensure they are safe to use.
 | Report issues to building maintenance | As required |
| Floor to ceiling mirrors | Risk of breakage | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Staff and members of the public using the space. | * Children are not left in the studio space unsupervised for any reason
* Supervising staff are expected to keep children a suitable distance away from mirrors at all times.
* Supervising staff are encouraged to be vigilant at all times when children are occupying the space.
* Any external companies hiring the space will be told of the potential hazards on arrival.
 |  |  |

**ELECTRICS CUPBOARD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Equipment | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff, mainly technical crew. | * Area door remains locked when not in use.
* No member of staff is to enter the space without the permission of the technical director.
* No member of the public is to enter the space supervised or unsupervised.
 |  |  |
| Electrical Equipment | Risk of Fire | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: All occupants of the building. | * Staff are encouraged to familiarise themselves with fire evacuation routes and procedures.
* Fire alarms tested weekly
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated.
 |  |  |

**THEATRE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Electrical Sockets and Lanterns | Risk of electric shock | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: HighThose at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason.
* Children are not to use the sockets without the express permission of the supervising staff.
* Staff are encouraged to be vigilant at all times when children are occupying the space.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
* All electrical equipment including lanterns are tested annually
 | Ensure socket covers are fitted where requiredReport issues to building maintenance | DailyAs required |
| Trip Hazard | Risk of Falling down stairs | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of the public, front of house staff. | * Lighting maintained at an adequate level at all times when personnel are moving in the area
* Front of house staff encourage a no running or sitting on the stair area policy
* Front of house staff have torches to guide people to seats during blackouts.
* Front of house staff assist vulnerable personnel to their seats
* Members of staff are to familiarise themselves with the area.
* In the event of a power failure during the show, emergency lighting will be used to safely guide audience members out of the building.
* Emergency lighting tested weekly
 |  |  |
| Trip Hazard | Curtains and props stored at or around ground level in the wings | Likelihood of incident: ModerateLikelihood of injury: LowSeverity of injury: LowThose at risk: Chaperones and performers | * Blue lighting available for use in the wings to maintain a low lighting level.
* All props stored as neatly as possible against walls
* Children are supervised at all times in this area.
* Movement in the area kept to a minimum
* Wings are checked prior to performance to ensure no hazards are present
 |  |  |
| Trip Hazard | Set building tools and equipment prior to workshops | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: ModerateThose at risk: Performers and staff, mainly circus. | * Set building and dismantling schedules for when the theatre is not in use.
* No members of the public are allowed in the area when the set is dismantled.
* Space is thoroughly swept before any workshops if necessary.
* Space is checked by Theatre Manager or building maintenance to ensure it is suitable for use prior to workshops
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**STAIRWELL**

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| Hazard | Nature of Risk | Level of Risk | Control Measures In Place | Suggested Control Measures | Date Completed by |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: HighThose at risk: Staff and members of the public, mainly children. | * Chaperones are encouraged to be vigilant at all times when children are occupying the space during a performance.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
 | Socket covers fitted where requiredReport issues to building maintenance | DailyAs rerquired |
| Trip Hazard | Risk of falling downstairs | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, chaperones and performing children | * Chaperones and performing children are warned not to run in the area and to be vigilant when in the area.
* The area is adequately lit at all times to avoid reduced visibility.
* Members of the public are not allowed in the space.
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**DIMMER ROOM**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place  | Suggested Control Measures | Date completed by |
| Electrical Equipment | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff, mainly technical crew. | * Area door remains locked when not in use.
* No member of staff is to enter the space without the permission of senior member of staff.
* No member of the public is to enter the space supervised or unsupervised.
 |  |  |
| Electrical Equipment | Risk of Fire | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: All occupants of the building. | * Staff are fully trained in fire evacuation procedure.
* Fire alarm is tested weekly
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated.
* All electrical equipment is tested annually.
 |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: Members of staff, mainly, technical staff. | * Members of the public are not allowed in this space supervised or unsupervised.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets
 | Socket covers fitted where requiredReport issues to building maintenance | DailyAs required |
| Trip Hazard | Equipment stored around or at floor level. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, mainly technical staff. | * Members of the public are not allowed in this space, supervised or unsupervised.
* An adequate level of light is maintained to avoid reduced visibility.
* All non-essential items are removed.
 | Technical manager and building maintenance | As required |

**CATWALK**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested control measures | Date completed by |
| Trip Hazard | Cables around or at floor level | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, chaperones, performers and members of the technical crew. | * Personnel using this area receive a safety brief relating to hazard.
* Members of the public are not allowed in this area.
* A constant level of light is maintained to avoid reduced visibility.
* Metal handrails erected around the area to minimise risk of falling.
* All performers using this area are well rehearsed and aware of the hazards.
* Area is checked prior to show
* Any loose cables or wiring are against the wall or taped down.
 |  |  |
| Falling Hazard | Climbing of drop ladder | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, chaperones, performers, members of the technical crew. | * Personnel using this area have received a safety brief outlining hazard
* Children are not allowed in this space unsupervised at any time.
* Members of the public are not allowed in this space at any time.
* Chaperones to supervise climbing of ladders during a show.
 |  |  |
| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: HighThose at risk: Staff and members of the public, mainly children. | * Children using the space are never left unsupervised for any reason.
* Children are not to use the sockets without the express permission of the supervising staff.
* Staff are encouraged to be vigilant at all times when children are occupying the space.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
 | Socket covers to be fitted where requiredReport issues to building maintenance | DailyAs required |

**Lighting Box**

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| Electrical Sockets | Risk of electric shock | Likelihood of incident: LowLikelihood of injury:LowSeverity of injury: HighThose at risk: Staff and members of the public, mainly children. | * Children and members of the public are not allowed in the space.
* Sockets are only used when they are secured to the wall correctly.
* Sockets not used if there is any sign if any previous damage eg: burn marks
* Sockets not used if wet and no metal objects are inserted into sockets.
* When sockets are not in use, protective plastic covers are re-inserted to minimise the risk
 | Socket covers to be fitted where requiredReport issues to building maintenance | DailyAs required |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, mainly technical crew. | * All portable electrical testing is carried out annually
* Staff are encouraged to ensure that the space remains locked when not in use.
* Members of the public are not allowed in this space supervised or unsupervised.
* Technical staff receive training from the technical manager before operating any equipment.
 |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: ModerateLikelihood of injury: LowSeverity of injury: HighThose at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures.
* Fire alarms are tested weekly.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated.
* Staff are not allowed in this area unsupervised by the technical staff.
* Technical staff receive training from the technical manager before operating any of the equipment.
* Members of the public and children are not allowed in this space supervised or unsupervised.
 |  |  |
| Trip Hazard | Cables at or around floor level | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: Moderate Those at risk: Members of staff, mainly technical staff. | * Technical staff receive a safety brief when working in the area and are made aware of any hazards.
* All cables are to be neatly stored when not in use.
* Housekeeping of space included in weekly building checks.
 |  |  |
| Trip Hazard | Reduced visibility during performances | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, mainly technical staff. | * All staff receive a safety brief before working in the space.
* Technical manager is to ensure that there is a clear walkway through the space during performances.
* A low level of light is maintained at all times to ensure some limited visibility in the space.
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**LIFT**

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| Hazard | Nature of Risk | Level of Risk | Control measures in Place | Suggested Control Measures | Date completed by: |
| Electrical Equipment | Risk of electrical fault/power failure | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: LowThose at risk: Members of staff, mainly technical staff | * All lift tests carried out annually.
* All lift tests include load testing.
* Lift is never used in the event of fire.
* Staff are asked not to overload the maximum weight of the lift capacity.
* Members of the public and children are not allowed in the lift supervised or unsupervised at any time..
 |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * All staff are fully trained in fire evacuation procedure
* Fire alarm tested weekly
* Fire exits and routes are kept clear and clearly labelled at all times.
* Outer corridors are adequately lit at all times
* In the event of a fire the lift is not used.
* Fire fighting, alarm and detection equipment is in place to control incidents and aid evacuation.
* Regular building checks are carried out to ensure that all fire fighting equipment is in good working order.
* Fixtures and fittings are suitably resistant to fire or have been treated to improve resistance.
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**LIFT MOTOR ROOM**

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| Hazard | Nature of Risk | Level of risk | Control Measures in Place | Suggested Control Measures | Date Completed by |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, mainly technical crew. | * All portable electrical testing is carried out annually
* Members of the public are not allowed in this space supervised or unsupervised.
* When the room is not in use staff are encouraged to ensure that it is locked.
* Only Technical Staff allowed access to the space
* Lift and Motor room are tested and inspected annually
 |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures.
* Fire alarm tested weekly
* Fire exits and routes are kept clear and clearly labelled at all times.
* Outer corridors are adequately lit at all times
* In the event of a fire the lift is not used.
* Fire fighting, alarm and detection equipment is in place to control incidents and aid evacuation.
* Regular building checks are carried out to ensure that all fire fighting equipment is in good working order.
* Fixtures and fittings are suitably resistant to fire or have been treated to improve resistance.
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**TRAMPOLINE**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Trip Hazard | Unstable wire floor | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, mainly technical crew. | * Members of the public are not allowed in this space at any time.
* Only staff and members with adequately sized feet and appropriate footwear are allowed in the area.
* An adequate level of light is maintained in the area to avoid reduced visibility.
 |  |  |
| Head injury hazard | Lighting and rigged equipment around head height. | Likelihood of incident: ModerateLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, mainly technical staff | * Members of the public are not allowed in the space at any time supervised or unsupervised.
* An adequate level of light is maintained to avoid reduced visibility.
* Staff are informed of hazard before entering the area.
* No unauthorised access is permitted.
 |  |  |
| Lighting equipment | Risk of burns | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Technical Staff | * Members of the public are not allowed in the space at any time supervised or unsupervised.
* An adequate level of light is maintained to avoid reduced visibility.
* Staff are informed of hazard before entering the area.
* All theatre lighting switched off when not in use.
 |  |  |
| Electrical Equipment | Risk of electric shock. | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, mainly technical crew. | * All portable electrical testing is carried out annually
* Staff are to ensure that the space remains locked when not in use.
* Members of the public are not allowed in this space supervised or unsupervised.
* Technical staff receive training from the technical manager before operating any equipment.
* All electrical equipment is tested annually.
 |  |  |
| Electrical Equipment | Risk of fire | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures.
* Fire alarm tested weekly
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Staff are encouraged to be aware of the members of the public in the building at all times in case of evacuation.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated.
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**FRONT & REAR CAR PARKS**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date completed by |
| Moving vehicles | Harm to personnel | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, members of the public and children from neighbouring school. | * All personnel and public are asked to be vigilant in this area.
* Children from neighbouring school are asked to keep clear of this area
* Members of the public are asked to park their cars appropriately.
* Staff are aware of the potential hazard and drive accordingly.
 | Ensure all signs are in place and that the car park is being used safely by staff and members of public | Daily |
| Crossing from pedestrian gate across driveway | Harm to staff and public | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of the public, mainly children | * All personnel and public are asked to be vigilant in this area.
* Children from neighbouring school are asked to keep clear of this area
* Members of the public are asked to park their cars appropriately.
* Staff are aware of the potential hazard and drive accordingly.
 | Car users and people on foot to remain vigilantCar users to drive at appropriate speed and with caution | Daily |
| Crossing from main gate across car park | Harm to staff and public | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of the public, mainly children | * All personnel and public are asked to be vigilant in this area.
* Children from neighbouring school are asked to keep clear of this area
* Members of the public are asked to park their cars appropriately.
* Staff are aware of the potential hazard and drive accordingly.
 | Car users and people on foot to remain vigilantCar users to drive at appropriate speed and with caution | Daily |

**PLANT ROOM**

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| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date Completed By |
| Electrical equipment | Electric shock | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, and contractors | * Staff are to ensure that the space remains locked when not in use.
* Members of the public and children are not allowed in this space supervised or unsupervised.
* Only authorised personnel to access space.
* All boiler and heating adjustments to be done by trained professionals or technical director or building maintenance.
* Boiler and heating system maintained annually.
 |  |  |
| Boiler Pipes | Risk of burns | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: ModerateThose at risk: Members of staff, and contractors. | * Members of the public and children are not allowed in the space at any time supervised or unsupervised.
* An adequate level of light is maintained to avoid reduced visibility.
* Only key holders are permitted to enter.
* Only trained professionals should operate the heating system
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**ELECTRICS ROOM**

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| --- | --- | --- | --- | --- | --- |
| Hazard | Nature of Risk | Level of Risk | Control Measures in Place | Suggested Control Measures | Date Completed By |
| Electrical equipment | Electric shock | Likelihood of incident: LowLikelihood of injury: ModerateSeverity of injury: HighThose at risk: Members of staff, and contractors | * Staff are to ensure that the space remains locked when not in use.
* Members of the public and children are not allowed in this space supervised or unsupervised.
* Only building maintenance, Theatre Manager and Directors have access to space.
* Any adjustments to be made by technical director or building maintenance.
 | Socket covers to be fitted where requiredReport issues to building maintenance | DailyAs required |
| Electrical equipment | Risk of fire | Likelihood of incident: LowLikelihood of injury: LowSeverity of injury: HighThose at risk: All occupants of the building. | * Staff are fully trained in evacuation procedures.
* Fire alarm tested weekly.
* Fire alarm, detection system and fire fighting equipment in place to aid evacuation.
* Fire exits and routes are clearly labelled and kept clear at all times. Outer corridors are clear and adequately lit at all times
* Regular building checks are carried out to ensure all fire fighting equipment is in good working order.
* Fixtures and fittings including temporary items are suitably resistant to fire or treated.
 | Any unnecessary items to be removed | As required |