

Appendix 9.

Risk Assessments for An Grianan Staff:

to include:

- **Stage Area**
- **Auditorium**
- **Orchestra Pit**
- **Bar/Cafe Area**
- **Green Room**
- **Office**
- **Control Room**
- **Dressing Rooms**
- **SAFETY GUIDELINES FOR TALLESCOPE USEAGE**
- **Guidelines For All Technical Staff**

STAGE RISK ASSESSMENT – For An Grianan Use Only

Potential Hazard	Severity	Likelihood	Risk	Possible consequence	People at risk	Measure of Prevention
Tallescope	4	3	12	Minor injury from fall Major injury from fall Death from Fall Dropping equipment	Staff, operators	<ul style="list-style-type: none"> ● Only trained crew happy to use should do so. ● Carriage of Tallescope to be closed when in use. ● 2 to move Tallescope at all times ● Outriggers to be used when required ● Equipment to be lifted by using lifting rope ● Nothing to be left in carriage of scope ● mobile phones not to be used when working ● tools to be attached to person with lanyard
N.B. Please refer to in-house guidelines						
Ladders	4	2	8	Minor injury from fall Major injury from fall Death from fall	Crew and visiting technicians	<ul style="list-style-type: none"> ● Only trained crew happy to use ladders should do so. ● Zargees bars to be locked in place when in use ● ladder locks to be secure ● mobile telephones not to be used ● all tools to be attached by means of lanyard to person. ● The last two steps of A Frames are not to be used for climbing!
Fire	4	3	12	Minor Injury Death	All	<ul style="list-style-type: none"> ● All Staff to be made aware of fire fighting equipment

Fire (contd)						<ul style="list-style-type: none"> • Technical Manager to be made aware of any naked flame use onstage • Cloths and scenery to be treated with flame resistant paint or liquid • certificates to be provided when requested • No naked flames in the wings • Care to be taken to keep all hot lanterns away from cloths and scenery • Staff to be trained in emergency evacuation procedures
Electrocution	3	3	9	Minor burns major burns death Fire	Technicians, performers	<ul style="list-style-type: none"> • Power should be kept off when rigging and derigging of equipment • all electrical equipment should be visually inspected for faults and faults should be reported to Technical Manager. • Power to be kept off and all electrical equipment to be unplugged before any repair work is carried out. • Only trained staff should carry out electrical work.
Falling Lanterns from bars	3	2	6	Minor injury Head wounds	Onstage performers	<ul style="list-style-type: none"> • All lanterns to be rigged and made safe with lanyards • All barn doors and gel frames to be secured • All cables and splitters to be taped off

Burning hands on hot equipment	2	2	3	Burns	staff	<ul style="list-style-type: none"> • All staff to wear protective hand gear • Equipment should be left to cool before handling • White tape to be used to mark danger areas of floor equipment • Special care to be taken when children in performances.
Stage risers	2	1	2	Back injury/toe injury	staff	<ul style="list-style-type: none"> • All edges to be marked with white tape • Access to be made safe • Where possible transportation to be via dolly and all staff to be trained in manual handling
Orchestra pit	3	2	6	Back injury Falling Trapped fingers	musicians	<ul style="list-style-type: none"> • In house crew to be trained in dismantling and resetting orchestra pit • Gloves to be worn • When pit open, access from stage to be roped off until last possible moment • Edges to be marked clearly.
Movement of Flats	2	3	6	Back injury falling on performers	crew	<ul style="list-style-type: none"> • 2 crew to move each flat at all times • Staff to be trained in manual handling • Flats to be secured safely when in position
Tripping	1	1	2	Minor injury	Performers, crew	<ul style="list-style-type: none"> • All loose cables to be taped down and covered with runners • White tape used to mark out hazards • backstage blue lighting to be on at all times • crew and performers to be made aware of

						hazards at all times
Fall from stage	3	3	9		Performers, crew	<ul style="list-style-type: none"> • Crew and performers to be made aware of hazards • Care to be taken at all times • All edges to be taped where necessary
Backstage collision	1	1	1	Minor injury	Performers, crew	<ul style="list-style-type: none"> • Blue lighting at all times • hazards to be clearly marked • care to be taken at all times • Instruction of NO RUNNING to be given.
Motorised bars/ Hemp lines	2	4	8	Minor/ major injury death equipment falling	Performers, crew	<ul style="list-style-type: none"> • Correct calling to be given when fitting up or derigging • Staff to be trained in correct flying • clear lines of vision to be establish before moving bars • performers to be made aware of any show flying • All technical equipment to be rigged/derigged by trained staff only • Staff to be made aware of SWL of bars
Grid work	4	4	16	Death or head injury from falling equipment	crew	<ul style="list-style-type: none"> • Only InHouse Staff to be allowed in grid • Hard hats to be worn onstage when work carried out on grid • All equipment to be raised safely • All tools to be attached to body by means of lanyard • NO ACCESS DURING PERFORMANCES

Ladder at back of stage	3	3	9	Fall	crew	<ul style="list-style-type: none"> • Access only for inhouse staff • Blue lightis on during performances • Ladders to be kept clear of costumes, etc. • pathway beneath ladder to be kept clear at all times
P.A./ Monitors	2	2	4	Back injury hearing loss\ tripping over cables	Crew, visitors	<ul style="list-style-type: none"> • \staff to be trained in manual handling • Staff to be shown how to stack • 2 people to lift heavy equipment • dollies to be used where possible • Cables to be covered with tape, runners or cable traps • Ear plugs to be worn by staff when required under heath and Safety regulations
Medical Conditions affecting crew member	4	4	16	Minor injury Death	individu al	<ul style="list-style-type: none"> • Each crew member is responsible for their own condition. • Technical Manager/ CE Supervisor to be made aware of conditions which may affect the work of individuals • Technical Manager to be made aware of any drugs taken that may affect the safe use of certain equipment

Written by: [NAME] **Technical Manager.**

Date: **Review date:**

STANDING RISK ASSESSMENT: STAGE AREA ONLY
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AUDITORIUM RISK ASSESSMENT (For An Grianán Activities only)

Potential Hazard	Severity	Likelihood	Risk	Possible consequence	Measure of prevention
Tripping / Falling	1	1	1	Minor injury from tripping	<ul style="list-style-type: none"> • Footlights to be left on at all times • Pathways to be left clear at all times • worklights to be on when cleaners get- in crew in
FOH rigging	4	3	12	Head injury Falling Death Injury from dropping equipment	<ul style="list-style-type: none"> • Staff to wear supplied Fall Arrest equipment • All equipment to be raised using pulleys operated from ground. • All tools to be attached by means of lanyard • Trained staff only in bridges • Bridges to be kept clear at all times • NO ACCESS DURING PERFORMANCES • Staff to be made aware of head bump hazards
Fire	3	3	9	Minor injury/ Death	<ul style="list-style-type: none"> • Staff to be trained in Emergency Evacuation Procedures • Staff to be trained in Fire Fighting Techniques • Staff to be made aware of any potential fire hazards • Duty manager and Technician to discuss Evacuation procedures before each performance.

Written by: [NAME]

Technical Manager.

Date:

Review Date:

ORCHESTRA PIT RISK ASSESSMENT – For An Grianán Staff only

Potential Hazard	Severity	Likelihood	Risk	Possible consequence	Measure of Prevention
Orchestra pit open	2	3	6	Minor injury Major injury Fall	<ul style="list-style-type: none"> • Crew and staff to be advised of hazards when pit is open • white tape mark onstage near edge • rope barrier to be across until last minute • metal barrier to be installed before public or performers in place
Lifting of instrument or floor	3	2	6	Minor injury	
Storage area under pit	2	3	6	Fire due to incorrect storage	<ul style="list-style-type: none"> • Staff advised to check regularly under pit and to remove any materials deemed to be hazardous

Written by:**[NAME] Technical Manager.****Date:****Review Date:**

BAR/ CAFE RISK ASSESSMENT – For An Grianán Activities Only

Potential Hazard	Severity	Likelihood	Risk	Possible Consequence	Measures of Prevention
Coffee machines/filter coffee machine	3	3	9	Scalding from steam/ hot liquids	<ul style="list-style-type: none"> • Proper training provided by bar employer • constant supply of ice and cold water available
Water boiler	3	3	9	Scalding/ Burns from touching sides or top	<ul style="list-style-type: none"> • Care to be taken when filling teapots • Proper attire to be worn to protect skin • proper training to be provided by bar manager • staff to be made aware of leaning on machine or setting other equipment on top of machine • care to be taken when emptying or using hot water to clean
Ovens	2	3	6	Burning	<ul style="list-style-type: none"> • Only trained staff allowed to use • heat resistant gloves to be used when removing or replacing objects at oven • Oven allowed to col before cleaning.
Chip pans	4	2	8	Fire/ Scalds	<ul style="list-style-type: none"> • Pan never to be left unattended. • Fire blanket to be installed

					<ul style="list-style-type: none"> • Heat resistant gloves to be worn when removing or placing items into the pan • Oil to be left to cool before cleaning or removing
Panini machine	2	3	6	Burns/ minor injury	<ul style="list-style-type: none"> • Proper training or be provided by Bar Staff
					To be stacked safely. <ul style="list-style-type: none"> • Doors to be closed immediately after use
Glassware	2	2	4	Minor cuts	<ul style="list-style-type: none"> • Glasses to be stacked safely • All cracked glass to be removed from storage • care to be taken when giving glass to public • nothing to be stacked near the edges of counter
glasswasher	2	2	4	Scald, back injury form leaning	<ul style="list-style-type: none"> • Machine to be left to cool before opening • care to be taken when removing or inserting tray • tray not to be over-filled
Cutlery	2	2	4	Cuts	<ul style="list-style-type: none"> • Proper training to be taken when using or cleaning

Potential Hazard	Severity	Likelihood	Risk	Possible consequence	Measure of Prevention
Slippage	2	3	6	Fall from wet floor	Signs to be provided giving correct warning signals
electricity	3	3	15	Burns death	All equipment to be regularly maintained and checked for faults <ul style="list-style-type: none"> • all faults to be reported to technical manager or outside service engineers • all equipment to be unplugged before repairs take place
Roller shutter	2	3	6	Trapped fingers back injury from stretching	<ul style="list-style-type: none"> • Care to be taken when operating shutters

Written by: [NAME]

Review date:

Control Room Risk Assessment - For An Grianan Activities only

POTENTIAL HAZARD	Severity	Likelihood	Risk	Possible Consequence	Measures of Prevention
Follow Spot	2	3	6	Burns from heat Dropping follow spot Back injury from lifting ballast electric shock	Allow instrument to cool before move use safety bonds to attach manual handling training to be provided Follow spot to be unplugged before attempting to repair or replace bulbs repairs to be carried out by competent staff
Open windows	5	2	10	Major injury death from falling falling objects	Windows to be kept closed if not using follow spots Staff to be warned of hazards Objects not to be left near open windows
Electrocution	5	2	10	Death	All equipment to be tested and made safe all equipment to be unplugged before any repair work is carried out. Only competent staff to carry out repair work on electrical equipment.

Written by: [NAME]

Date:

Review Date:

Dressing Room Risk Assessment -For An Grianan Staff Only

POTENTIAL HAZARD	SEVERITY	LIKELIHOOD	RISK	POSSIBLE CONSEQUENCE	MEASURES OF PREVENTION
IRON	2	2	4	Burns Electric shock	Iron not to be left unattended equipment to be checked for faults Equipment to be unplugged before moving or carrying out any repairs Only trained and competent staff to carry out repair work
Dressing Room Bulbs	3	4	12	Burning Fire Electrocution	Nothing to be left leaning against bulbs Motion Switches attached to bulbs to turn off after five minutes RCDs to be tripped before replacing bulbs Broken bulbs to be reported and replaced immediately
Shower Rooms	2	3	6	Injury through slipping	Care to be taken in showers floors to be dried regularly

Written by: [NAME]**Date:****Renewal date:**

General Office Risk Assessment – For An Grianán Staff only

POTENTIAL HAZARD	SEVERITY	LIKELIHOOD	RISK	POSSIBLE CONSEQUENCE	MEASURES OF PREVENTION
Files falling from shelves	2	2	4	Minor injury	All shelves to be stacked carefully and not overloaded Stepladders to be used to reach up to higher equipment
Computers	2	3	6	Eye strain Finger or wrist strain	All safety precautions regarding VDU equipment to be followed Computers to be left for at least 5 minutes every hour correct chairs and keyboards to be used
Windows	3	2	6	Falling when opening	Use hook provided to open windows

Written by: [NAME]**Date:****review Date:**

Green Room Risk Assessment – For An Grianán Staff Only

POTENTIAL HAZARD	SEVERITY	LIKELIHOOD	RISK	POSSIBLE CONSEQUENCE	MEASURES OF PREVENTION
Water Heater	2	2	4	Scalding	Heater to be turned off when not in use Signs to be placed
Kettle	2	2	4	Scalding	Care to be taken when Kettle is being used Do not lift until boiling process has completed
All electrics	3	3	9	Fire	Fire blanket provided and fire fighting equipment in room

Written by: [NAME]**Date: Review date:**

SAFE USE OF TALLESCOPE GUIDELINES

TALLESCOPE OPERATING GUIDELINES

As part of our commitment to Health and Safety, An Grianan Theatre has provided the following safety guidelines for using the in-house tallelescope:

GENERAL:

- A: **SWL** One person **115 kg (250 lbs)**
- B: ensure all tools and personal equipment are attached to the body or belt before climbing
- C: Never use damaged equipment BEFORE TILTING LADDER UPRIGHT
- D: Ensure security hooks are engaged before climbing
- E: width across outriggers shall be one third of intended height.
- F: Lock wheels before climbing.
- G: **Please do not leave anything in the cradle of the Scope**

MOVING:

- A: The person in the cradle of the carriage must never propel themselves forwards or backwards by pushing or pulling along the flying bars.
- B: If working alone, the person must descend from the cradle before moving the carriage.
- C: Two people must be available to move the scope if the person remains in the carriage:
 - The person in the cradle must indicate the direction and distance they need to travel
 - The person on the ground in charge must unlock wheels and make sure way is clear.
 - The person in the cradle must be told when the scope is about to move. The person in the cradle must inform the ground crew when to stop.
 - All wheels and outriggers should then be locked.#

NEVER:

A lone worker must never use the scope on a rake or steps

- Leave anything in the cradle of the scope
- Use a mobile telephone when in the cradle
- Use ladders, boxes or side of cradle to gain extra height
- Use adjustable legs to gain extra height (these are for use solely on slopes and steps)
- Carry objects up without use of lifting rope.
- Use if feeling dizzy or uncertain of operating instructions

ALWAYS:

- Be safe
- Be clear in instruction
- Be aware of overhead or ground level impediments, obstructions
- Lock wheels and use outriggers where needed

SAFETY GUIDELINES FOR ALL TECHNICAL STAFF

- Please ensure that appropriate safety wear is worn where required
- Steel toe-capped shoes or equivalent must be worn
- Where possible please use dolly provided to move heavy equipment
- Do not attempt to lift alone, should you deem the load too heavy or unstable
- Ensure that all access equipment is in good working order. Should you feel something is not "right" please bring it to the attention of a member of the Technical Staff.
- Strictly **NO SMOKING, NO EATING** onstage at any time

- Always give prior notice to a blackout or sudden loud sound effect onstage by calling:

BLACKOUT ONSTAGE

NOISE ON STAGE

When working at height please be aware of what is below. Ensure all equipment is secured by means of a lanyard.

MOBILE TELEPHONES SHOULD NOT BE USED WHEN WORKING AT HEIGHT.

Give clear notice when any item is coming onto the stage area from above by calling:

HEADS UP

Use common sense regarding possible hazards. Act to decrease risks of accidents. e.g. tape down loose cables, move unused equipment.

- Ensure all blue lights are on during shows
- Familiarize yourself with all fire fighting equipment, emergency exits and first Aid equipment.
- **STRICTLY NO ALCOHOL OR DRUGS TO BE TAKEN BEFORE OR DURING ANY WORK SESSION**
- All incidents no matter how small should be reported to a technical member of staff.
- If you do not recognise anyone in the stage or the backstage area, please ask them to identify themselves and report any suspicious activity, immediately to a member of permanent staff.
- Please be aware of the members of staff that have first aid training:

[NAME]

[NAME]

[NAME] Technical Manager