Risk Assessment Checklist – RSSS 2016

Due to Occupational Health and Safety legislation and the unique design of Her Majesty's Theatre the use of certain items and the presentation of some activities can present potential risks to the safety and well-being of the performer, other performers, staff, volunteers and audience and are required to review these items or activities to assess these risks and ensure the safety of all those within Her Majesty's Theatre. Please find below a checklist that will assist you in deciding if your prop or set items or performance activities will require a risk assessment and review on the day of your items.

Once you have developed (or preferable during) your piece/performance please review this checklist to assess if you have any items that may pose a risk. Please do not hesitate to contact the Technical Operations Manager of Her Majesty's Theatre at any time should you have any questions or you are at all unsure of the requirements. Please be aware that Her Majesty's staff will review all items as they arrive at the venue and may refuse the use of any item.

You will require a risk assessment and review of your item by Her Majesty's staff if your piece(s) have any of the following items or activities.

Item	Examples of risks associated with item
1.1 Balls	Throwing of Balls – loss of control into audience or off stage hit performer, or other persons back stage. Safety of venue fixtures and fittings.
1.2 Wheels Including Set pieces with wheels, bicycles, scooters, skate boards, roller skates, wheelchairs etc.	Rake of stage – loss of control, fall, crash into other performers, off stage, into audience. Item rolling into audience, Set pieces moving down stage, falling off the stage. Safety of venue.
1.3 Balloons – Helium	Are not permitted.
1.4 Steps	Falling off, Trip up or down, causing fall and injury to performer/s. Stability of item on rake (non flat surface.)
1.5 Riser/Rostra	Fall off or up causing injury to performer/s. Stability of item on rake (non flat surface.)
1.6 Gym Equipment Including Swings, Slides	Safety of performers, Security of items on rake (items designed for flat surface on non flat surface). Safety of design for action, safety of venue.

1.7 Bars Including Ballet Barre	Safety of items on non flat surface, ability of item to stand up to action required. Safety of performer/s.
1.8 Flown Elements of any kind including scene cloths	Fixtures and fitting compliant with legislation. Safety of venue, safety of performer/s.
1.9 Guns/weapons of any sort	Theatre is governed by legislation regarding Weapons – which require certain procedures.
1.10 Ladders	Use of items designed for flat surfaces on non-flat surfaces – stability and safety of item. Safety of performer/s. Safety of venue.
1.11 Chairs	Use of items designed for flat surfaces on non-flat surface – stability and safety item. Safety of performer/s. Safety of venue.
1.12 Props This includes sharp or pointy objects, hats, canes – or if the items is thrown off stage	Risk of injury to other performers or those off stage backstage and audience.
1.13 Breakable Items Includes Glass, ceramics, mirrors, light globes, lamp shades	Risk of breakage on stage, glass/ceramic silvers left on stage, injury during clean up, injury to performer/s, Disruption of piece.
1.14 Any set, prop element that includes electrical elements or batteries. (other than standard domestic Batteries such as AA, AAA, C & D)	The Theatre is governed by legislation regarding these items.
2.1 Climbing or standing on items Including Risers, Rostra, Barrels, ladders, steps or chairs	Stability of an item on non-flat surface, stability of item to perform task Falls, Trips, tipping of item, lighting in eyes, safety of performer/s. Damage to stage surface.
2.2 Hanging from items Including Fly Lines	Safety of fixtures and fitting for attaching, safety to performer/s, Theatre is governed by legislation.
2.3 Spinning or somersaulting around items Including Ballet Barres	Stability of items on non-flat surface, stability of build of items for task, falls, trips, safety of performer/s. damage to stage surface.
2.4 Throwing of items into the Wings or into the Air Including hats, canes, fans, balls etc	Hitting of performer/s, other off stage, loss of control and items falling into audience, hitting venue fixtures and fittings.