

## EVENT RISK ASSESSMENT COVER – version 2, 21 September 2017

<b>Event:</b> Dare Festival 2017	<b>Dates: (load in, open and load out)</b> Load in 28 <sup>th</sup> September; perfs 29 <sup>th</sup> and 30 <sup>th</sup> September; load out 30 <sup>th</sup> September/1 October	<b>Date RA Undertaken:</b> 18 September
<b>Venue:</b> Shoreditch Town Hall	<b>RA Undertaken by:</b> Tom Mansfield	<b>Distribution:</b> Toby Hanton, Iain Harvey, James Blakey, Isabella Strada, Rachel Darwood
<b>Halls/Rooms:</b> The Ditch		
<b>Organiser:</b> Upstart Theatre	<b>Signed:</b> Tom Mansfield <b>For:</b> Upstart Theatre	

### Event Profile – give a brief description of the event and its risk profile

DARE is a festival of new and in development theatre, performance, installation and film taking place across the evening of Friday 29<sup>th</sup> September 2017 and the afternoon and evening of Saturday 30<sup>th</sup> September. It takes over all of the Ditch, with the Long Room Bar used as a bar/audience reception area, and performances taking place in the Garden Studio and Rivington Room. Installations will take place under the Arches and in the Pipe Room. Max capacity is 120, capacity of the GS and RR are 60 each.

## RISK ASSESSMENT GUIDANCE

Hazards/ Visitor Profile/ Attendance	Consequences	Who is at Risk	P x S = R	Controls	PxS=R Action Level
<p><b>Identify Hazards</b></p> <p>Identify hazards in the halls/rooms and on the perimeter roads that could reasonably be expected to result in significant harm</p> <p><b>Visitor Profile</b></p> <p>E.g. Trade only, light consumption of alcohol, low prevalence of smokers etc</p> <p><b>Attendance</b></p> <p>Highest</p> <p>Average</p> <p>Disabled%</p> <p>Children%</p> <p><b>Total</b></p>	<p><b>What could result from the hazard?</b></p> <p>Describe the type of injury then categorise as follows:</p> <p><b>First aid injury</b> – minor cuts sprains, bruises</p> <p><b>3 day absence from work</b> – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p><b>Major injury</b> – head injury, loss of consciousness, broken bones, dislocations, respiratory problems</p> <p><b>Single death or life changing injury</b></p> <p>Death or life changing injury to one person</p> <p><b>Multiple death/serious injury</b></p> <p>Death and or life changing injury to many people</p>	<p><b>Who might be harmed?</b></p> <ul style="list-style-type: none"> <li>• Organiser's staff</li> <li>• Venue staff</li> <li>• Visitors</li> <li>• Exhibitors</li> <li>• Contractors</li> <li>• Young/new inexperienced staff</li> <li>• Disabled</li> <li>• Children</li> <li>• New and expectant mothers</li> <li>• Elderly visitors</li> </ul>	<p><b>Risk</b></p> <p>P = Probability</p> <p>S = Severity</p> <p>R = Risk level</p> <p><math>P \times S = R</math></p>	<p><b>Is the risk adequately controlled?</b></p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> <li>• Eliminate</li> <li>• Substitute</li> <li>• Reduce</li> <li>• Isolate</li> <li>• Control</li> <li>• PPE</li> <li>• Discipline</li> </ul> <p>Do the controls.....</p> <p>Comply with industry standards?</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p>	<p><b>What is the Residual Risk?</b></p> <p><b>Action Level</b></p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no action required</p> <p>See table in footer</p>

**KEY**

Probability (P)	Severity (S)	Calculation of Risk (R)	Action Level																																																	
5 >Almost inevitable 4 Very likely 3 Likely 2 Unlikely 1 <Very unlikely	5-Multi death or very serious injury 4-Single death or very serious injury 3-RIDDOR major injury 2-Absence from work for 3 days 1-Minor/First Aid	<table border="1"> <tr> <td>Prob</td> <td>5</td> <td>5.M</td> <td>10.H</td> <td>15.H</td> <td>20.H</td> <td>25.H</td> </tr> <tr> <td></td> <td>4</td> <td>4.L</td> <td>8.H</td> <td>12.H</td> <td>16.H</td> <td>20.H</td> </tr> <tr> <td></td> <td>3</td> <td>3.L</td> <td>6.M</td> <td>9.H</td> <td>12.H</td> <td>15.H</td> </tr> <tr> <td></td> <td>2</td> <td>2.L</td> <td>4.L</td> <td>6.M</td> <td>8.H</td> <td>10.H</td> </tr> <tr> <td></td> <td>1</td> <td>1.L</td> <td>2.L</td> <td>3.L</td> <td>4.L</td> <td>5.M</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td></td> <td></td> <td colspan="5" style="text-align: center;">Severity</td> </tr> </table>	Prob	5	5.M	10.H	15.H	20.H	25.H		4	4.L	8.H	12.H	16.H	20.H		3	3.L	6.M	9.H	12.H	15.H		2	2.L	4.L	6.M	8.H	10.H		1	1.L	2.L	3.L	4.L	5.M			1	2	3	4	5			Severity					LOW – no action required  MED – justify /review for each event day  HIGH –immediate action/ further controls needed
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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
Risk of fire	First Aid Injury, Major Injury, Single Death/Serious Injury, Multiple Death/Serious Injury	Upstart staff, performers, artists, volunteers; STH staff and volunteers; audiences	1	5	5	<ul style="list-style-type: none"> <li>- Ensure all Upstart staff, performers, artists and volunteers briefed on evacuation procedures.</li> <li>- STH staff to be responsible for guiding all personnel in event of fire. Upstart staff to support as necessary</li> <li>- Fire exits to be kept clear at all times.</li> </ul>	1	5	5	Low
Electrical fire	First Aid Injury, Major Injury, Single Death/Serious Injury, Multiple Death/Serious Injury	Upstart staff, performers, artists, volunteers; STH staff and volunteers; audiences	2	5	10	<ul style="list-style-type: none"> <li>- All equipment to be PAT tested.</li> <li>- Any set pieces rendered inflammable</li> <li>- Upstart staff and freelancers to check own personal equipment e.g. phones, laptops etc</li> </ul>	1	5	5	Low
Slips, trips and falls around the spaces	First Aid Injury, 3-day Injury, Major Injury	Upstart staff, performers, artists, volunteers; STH staff and volunteers; audiences	3	3	9	<ul style="list-style-type: none"> <li>- All personnel to be given induction into space</li> <li>- Fire exits to be kept clear at all times.</li> <li>- Cables taped to floor wherever possible.</li> </ul>	1	3	3	Low

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
						<ul style="list-style-type: none"> <li>- At least one qualified first aider on site at all times.</li> <li>- All STH and Upstart staff and vols to know who is first aider.</li> <li>- Communicate via radio or in person</li> </ul>				
Noise – risk of hearing damage from loud sound effects	First Aid Injury, 3-day Injury, Major Injury	Upstart staff, performers, artists, volunteers; STH staff and volunteers; audiences	2	4	8	<ul style="list-style-type: none"> <li>- Run sound check before all rehearsals and performances</li> </ul>	1	4	4	Low
Manual Handling Risk of injury during get-in/out and performance due to poor manual handling and physical activity	First Aid Injury, 3-day Injury, Major Injury	Upstart staff, performers, artists, volunteers	3	4	12	<ul style="list-style-type: none"> <li>- Ensure sufficient number of people involved in all lifts</li> </ul>	1	4	4	Low
Injury in performance – floor work, fights, choreography (e.g. <i>Wrestle</i> )	First Aid Injury, 3-day Injury, Major Injury	Performers, artists	4	4	16	<ul style="list-style-type: none"> <li>- Warm up before all rehearsals and performances</li> <li>- Detailed rehearsal for movement work</li> <li>- Dance floor in Rivington Room used for all shows involving floor work.</li> </ul>				

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Eye damage from flashing lights ( <i>Trigger Warning</i> )	First Aid Injury, Major Injury	Performers, audience, stage management, crew	2	4	8	<ul style="list-style-type: none"> <li>- Check flash level at technical rehearsal</li> <li>- Display warning signs outside performance space</li> <li>- Tell audience members verbally about flash</li> <li>- Give warning when flash about to go off</li> </ul>	1	4	4	Low
Allergies to food ( <i>Death Café</i> )	First Aid Injury, Major Injury, Death	Audience	2	5	10	<ul style="list-style-type: none"> <li>- Purchase gluten free foods</li> <li>- Inform consumers of allergens contained</li> </ul>	1	5	5	Low
Overcrowding	First Aid Injury, Major Injury, Death	Audience, Performers, STH Staff, Upstart staff and	2	5	10	<ul style="list-style-type: none"> <li>- Ticket capacity limited to 120 global; 60 each in performance rooms; 5 in installations.</li> </ul>	1	5	5	Low

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
		volunteers				<ul style="list-style-type: none"> <li>- Scullery used as overflow audience space if needed.</li> <li>- Audience throughflow plan prepared by Upstart Artistic Director and disseminated to STH staff</li> </ul>				
Water for apple bobbing in <i>Do What You Dare</i> causing slips / electrical shorts	First Aid Injury, Major Injury, Death	Audience, Performers, STH Staff, Upstart staff and volunteers	2	5	10	<ul style="list-style-type: none"> <li>- Put cover on stage before messy sections of performance</li> <li>- Ensure any water activity takes place well away from electrical cables or power supplies</li> <li>- Stage management and volunteers on hand to mop up quickly</li> </ul>	1	5	5	Low
Risks from filming – trips on cabling, falling tripod	First Aid Injury, Major Injury	Audience, Performers, STH Staff, Upstart staff and volunteers	3	4	12	<ul style="list-style-type: none"> <li>- Camera used operates on battery and will not be plugged into an external power source so the only cable used on the day is connected to the microphone set on a stand in a downstage corner along the wall, secured with gaffa</li> </ul>				

Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Actn Lvl
						tape and weighted mats - Operator always stays with the camera, always keeping a hand on camera to keep it secure - Operator warning people when standing behind them, being mindful of others when setting up camera & tripod, in a space away from too many others				



