

	EVENT RISK ASSESSMENT (general - for theatre performances and class events)	DATE OF EVENT:			
HAZARD	RISK	PERSON(S) AT RISK	CHANCE OF HARM	PREVENTION & CONTROL MEASURES	FURTHER ACTION
Slips and trips	Personal injury: Staff and visitors may trip or slip on spillages.	Performers, staff and chaperones	50/50 chance	General good housekeeping. Well lit areas, including stairs. No trailing leads or cables. No obstacles.	Ensure good housekeeping. Regular checks on on all public areas. Monitor walkways, stairwells, corridors
Non -supervision	Personal injury: Children left unsupervised by chaperone/ Matron risk personal injury. Personal Distress: Children in unfamiliar surroundings may become emotionally distressed.	Children and performers	Unlikely	All must complete License paperwork. All children have registered chaperones with the acceptable ratio. All areas are secure with no public access. Chaperones need to be aware of Child Protection Policy. Children accompanied at all times.	Ensure each event has adequate space. Inform venues of UKDCC practices and Policies
Stairways	Personal Injury: Falls and trips. Especially children.	Performers. Staff Public	50/50 chance	Ensure chaperones are made aware to accompany at all times. Walk slowly and do not rush. No obstacles.	Try and avoid venues with multiple stairs. Clearly mark steep staircases. Make chaperones aware of potential hazards.
Furniture in dressing	Personal injury:	Performers	Unlikely	Dressing room safety	Request dressing

rooms	Misuse of furniture or inappropriate behaviour may cause injury. Poor quality furniture may cause injury.	Staff Chaperones.		to be assessed by the Director. Chaperone to assess regularly. Issues to be reported.	rooms are cleared. Only necessary furniture to be left there.
Bags, equipment and props in dressing room And backstage	Personal injury: Trip hazards. Damage to personal property: Possible damage side of stage, in the wings or backstage.	Performers Staff Chaperones	50/50 chance	Advise all chaperones to store items safely and tidily and keep floor space clear. Instruct chaperones not to leave valuables in dressing rooms and that UKDCC accepts no responsibility for loss or damage to goods save for negligence on their part.	Ensure there is adequate space for all persons, props and equipment.
Stage area	Personal injury: Risk of collision, trips and falls. Falling off the stage. Possible hazard from debris ie. Feathers, sequins, smoke etc	Reformers Staff Chaperones Public	Unlikely	Clear stage after numbers with dropping items. Adults to set and clear props. Stage exits and entrances kept clear. Ensure performers are familiar with the stage before performing. Restrict the use of substances such as talc as it causes slip hazards. If a hazard occurs during the performance ensure it is dealt with before performers continue.	All equipment to be checked prior to each event.
Electrical equipment stage area and general	Personal injury: Risk of electrocution if faulty equipment or electricity sources. Risk of tripping on loose wires or unsecured	50/50 chance	Restrict electrical equipment. Sources clearly marked.		Check all equipment

	equipment		Secure all wires.		
Crowd control	Personal injury: Ensure exits are kept clear. Blocked exits could incite panic in emergency situations.	Public	Unlikely	Inform public of evacuation procedures and exits. Ensure stewards are in attendance.	Brief all staff and ensure the venue layout is familiar. Follow HSE guidance on crowd control. Review allocation of roles and responsibility.