

RISK ASSESSMENT – 2nd Edition

Name: The Masque Players

Date of Risk Assessment: 28/09/16

Key:

Level of Risk: H=High, M=Medium, L=Low

Persons at Risk: M=Members, H=Helpers, P=Public, O=Others

Kesgrave Community Centre= KCC

Signed: Gary Sharman

Position: Health and Safety Officer

Ref No	HAZARD	RISK	PERSONS AT RISK	EXISTING/TEMPORARY PRECAUTIONS ALREADY IN PLACE	ADDITIONAL PRECAUTIONS NECESSARY TO BE ACTIONED BY WHOM AND WHEN	DATE ACTIONED
1	Storage of scenery, properties and paint in store 5	M	M,H	Items are stacked as neatly as possible with appropriate walkways which are inspected regularly. Only emulsion paint is stored on shelves in sealed paint safe containers. All brushes are cleaned before storing and no paint soaked cloths are stored on site.	None	Not applicable
2	Electrical appliances	M	M,H	Although these items have already been PAT tested, a thorough review of all electrical equipment will be undertaken	Arrangements to be made for a qualified electrician to advise on how this equipment should be tested. Action – John Pratt / David du Boulay	
3	Storage of costumes, properties and catering materials in store 4	L	M,H	Items are kept on clothes racks or storage racks/shelves and inspected regularly	None	Not applicable
4	Hatch doors and barrier store 5	M	M,H	The hatch doors are locked when not in use. A permanent barrier has been installed (By KCC) to prevent Falls from height.	None	Not applicable

5	Loading , unloading of scenery store, set building and set breaking	M	M,H	<p>The loading, unloading of the scenery store, set building and set breaking is co-ordinated by the Production Manager or his nominated representative who must be satisfied that helpers are capable of undertaking the tasks requested of them.</p> <p>All helpers are required to sign a Register confirming that they have read the Working Practices Guide before they commence any work.</p>	<p>Working Practices Guide to be revised so as to include reference to the manual handling procedure for large flats.</p> <p>Action – David du Boulay</p>	
6	Tools used during set building and set breaking	M	MH	<p>Tools (including battery powered electrical tools) are provided by various members of the group. The use of mains powered tools is prohibited. Working Practices Guide refers.</p>	<p>Working Practices Guide to be revised to reflect the use of electrical tools.</p> <p>Action – David du Boulay</p>	
7	Slips and trips from unattended objects, paint, and paste	M	M,H	<p>Members and helpers are encouraged to prevent hazards that might result in slips and trips, and where such hazards do occur to take steps to remove them as soon as possible. Working Practices Guide refers</p>	None	Not applicable
8	Working at height – use of step ladders	H	M,H	<p>Where it is necessary to use step ladders for the purpose of set building, members and helpers have access to a number of step ladders owned by Masque Players. Working Practices Guide refers</p> <p>A visual inspection of the ladders before the first set building of each play will be undertaken by the Production Manager or, his nominated representative. An inspection Register is maintained.</p>	None	Not applicable

9	Use of Zarges 3 section ladder for access to stage lights and stage curtains	H	M,H	<p>The use of the Zarges 3 ladder is restricted to those who have experience in using such a ladder and have been authorised to do so by the Health & Safety Officer. Working Practices Guide refers.</p> <p>A method statement has been written by the Health and Safety Officer</p>	<p>List of Authorised persons to be reviewed Action – Gary Sharman</p> <p>Method statement to be reviewed Action – Gary Sharman</p>	
10	Assembling scenery and platforms	M	M,H	<p>Scenery and platforms are assembled temporarily/ permanently on the three Sundays preceding the performance nights. Scenery is secured to the stage walls (where possible/practicable)by way of batons/rope fixed into eyebolts. The eyebolts are checked before use at every production.</p> <p>A method statement has been written by the Health and Safety Officer</p>	None	Not applicable
11	Non use of stage steps	M	M,H	<p>Steps are provided on both sides of the stage for access to and from the stage. It is forbidden for anyone to jump onto or off the stage.</p> <p>Working practices Guide refers</p>	None	Not applicable
12	Safety provisions for members of the public attending performances	L	P,M,H	<p>It is the responsibility of KCC to provide appropriate signage for fire precautions and first aid. In addition, Masque Players require stewards to read on performance nights the document “Duties of Front of House Personnel”</p>	None	Not applicable

This Risk Assessment is to be reviewed annually.

Date of review:	By whom:	Comments:
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METHOD STATEMENT (Number 1) - 2nd Edition

Name: The Masque Players

Date of Method Statement: 28/9/16

Signed: Gary Sharman

Position: Health and Safety Officer

Project/Task Description	Using Zarges 3 section extending ladder for fixing, removing and adjusting stage lighting and filters, and fixing and removing stage curtains
Known Hazards	Potential for dropped objects in area where ladder is to be used may not always be free from obstruction and personnel. Supervision will include cordoning the area where the ladder is to be used with appropriate barriers. Ladder is not secured at top or bottom. Rubber fittings are attached to the feet of the ladder to prevent ladder slipping. Ladder does not have fixed handrails
Supervision Arrangements (Responsible persons)	Those authorised to use the ladder will be supervised by one of the following responsible persons: John Pratt, Gary Sharman, David du Boulay (or, a suitable person appointed by one of them)
Monitoring Systems	Monitoring of Health and Safety on this project will be undertaken by one or more of those referred to in the preceding paragraph
Operational Sequence	The ladder will be removed from its secured storage and carried by two competent persons. It will be erected by two persons, one of whom will be authorised to use the ladder (Authorised Users – see below). The authorised user of the ladder will ensure that the safety catch is engaged before the ladder is used. Where it is necessary for the authorised user to use both hands when working from the top of the ladder he shall adopt the Three Point Contact Requirement (guidelines attached to this report)
Authorised Users	Those authorised to use the ladder are: John Pratt, Gary Sharman, Gary Manning. Authorisation is given by the Health and Safety Officer (Gary Sharman) who has been provided with details of their experience in the use of such ladders.
Plant/Equipment	The ladder used is a Zarges 3 section extending ladder. Specification is not marked, but Zarges is recognised as a very good make of German ladder.

	The ladder is only used about eight days a year and could be expected to last at least ten years. Visual inspection of the ladder is undertaken regularly by John Pratt
Materials and Method of Lifting	Materials carried when using the ladder are: Stage lighting – Carried by authorised person using one hand when climbing the ladder. A lanyard will be used if necessary. Lighting is secured to the lighting bar with a safety chain. Filters – Carried by authorised person using one hand when climbing the ladder Stage Curtains – Carried by one person using one hand when climbing the ladder, and assisted by a second person on the ground bearing some of the weight of the curtain
First Aid and Rescue Arrangements	There is no qualified first aider on site, but a first aid box is located in the foyer of the hall. In the event a person falls from a ladder one of the above named authorised persons, or, the Health and Safety Officer or Production Manager will take control of the situation

This Method Statement is to be reviewed annually.

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METHOD STATEMENT (Number 2) – 2nd Edition

Name: The Masque Players

Date of Method Statement: 28/09/16

Signed: Gary Sharman

Position: Health and Safety Officer

Project/Task Description	Assemble scenery flats, rostrum, steps, doors and other items necessary to complete the set. Dismantling scenery etc as listed above
Known Hazards	Potential insecurity of scenery flats. Scenery flats are bolted together and where necessary secured by batons connected to wall bolts installed in stage walls. Bolts are inspected before batons are attached by the Production Manager or his nominated representative. All items of scenery when stored at the rear of the stage on set building Sundays will be roped to eye bolts where necessary
Supervision Arrangements (Responsible persons)	Supervision of set assembly will be shared by the Set Designer and Production Manager or their nominated representatives. General co-ordination of organisational arrangements will be undertaken by the Production Manager or his nominated representative
Monitoring Systems	Monitoring of Health and Safety on this projection will be undertaken by the Health and Safety Officer and/or the Production Manager or their nominated representative
Operational Sequence and Stability	Scenery flats, rostrum, steps, doors and other items necessary to complete the set, will be transported from the scenery store and stacked in safe locations until needed. When the scenery is dismantled it will be transported and stacked in safe locations on the auditorium floor before being removed to the scenery store. Large Flats are always handled by two people. The system for securing scenery flats is referred to in paragraph "Known Hazards" above The Production Manager or his nominated representative will ensure that there is sufficient manpower when flats and other items of scenery are lifted into position
Labour	Members and helpers assisting in set building and dismantling will be shown a guide on working practices before undertaking their tasks. They will be required to sign a document confirming they have read the guide
First Aid and Rescue	There is no qualified First Aider on site, but a first aid box is located in the foyer of the hall. In the event of an accident

Arrangements	the Health and Safety Officer or Production Manager or their nominated representative will take control of the situation
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