

## RISK ASSESSMENT

Name: The Masque Players

Date of Risk Assessment: 06.03.12

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 the projection room area	H	M,H	Although items are stacked as neatly as possible there is insufficient room to store them all. Paint is stacked on shelves	A major clearance of the store will be undertaken during the early summer 2012 with the intention of reducing the amount of scenery and other items to be retained and creating walkways to gain better access. Paint to be stored in a locked and labelled cabinet. Action – David du Boulay	
2	Electrical appliances/cables kept in projection room area	M	M,H	Although these items do not appear to present any significant risks, they have not been tested for safety purposes	Arrangements to be made for all appliances/cables under the control of Masque Players to be PAT tested by no later than 31 August 2012. Biennial testing thereafter. KCC Committee to be asked to remove boxes of brochures which are a potential fire risk Action – John Pratt	

3	Storage of costumes, properties and catering materials in store room shared with KCC	M	M,H	Store has recently been tidied and all items are kept on clothes racks or storage racks/shelves	None	Not applicable
4	Hatch doors and barrier in scenery store	M	M,H	The hatch doors are locked when not in use. When the doors are open there is one portable safety barrier to prevent the risk of a fall from height	A recent Health and Safety Audit conducted on behalf of KCC identified the need for a more secure lock or barrier. Action – John Pratt is liaising with KCC . To be reviewed by no later than 30 April 2012	
5	Loading , unloading of scenery store, set building and set breaking	M	M,H	The loading, unloading of the scenery store, set building and set breaking is coordinated by the Production Manager or his nominated representative who must be satisfied that helpers are capable of undertaking the tasks requested of them	Those assisting with loading, unloading the scenery store and set building and set breaking (including those responsible for sound, lighting, properties and costumes)will be shown a guide on working practices before starting their tasks. They will be required to sign a document confirming that they have read the guide. It is proposed that the guide should be available before 11 March 2012. Action – Gary Sharman and David du Boulay	<b>06.03.12 GS</b>
6	Tools used during set building and set breaking	M	MH	Tools (including electrical tools) are provided by various members of the group. Apart from the use of a circular saw (which is owned and only used by David Street) anyone using tools is expected to be competent in its use	Members and helpers will be shown a guide on working practices (referred to in paragraph 5 above) which will include reference to the use of tools	<b>06.03.12 GS</b>

7	Slips and trips from unattended objects, paint, and paste	L	M,H	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	The Production Manager or his nominated representative will check regularly that any hazards presenting risk of slips and trips are removed immediately. To be actioned as from 11 March 2012. Action – David du Boulay	<b>06.03.12 GS</b>
8	Working at height – use of ladders	H	M,H	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 and John Pratt. A visual inspection of the ladders before each set building/breaking session is undertaken by John Pratt, David du Boulay, or, their nominated representative. Details of relevant ladders are attached to this report	The guide on working practices referred to in paragraph 5 above will refer to the competences of those asked to use step ladders. Action – Gary Sharman and David du Boulay	<b>06.03.12 GS</b>
9	Use of Zarges 3 section extending ladder for fixing, removing and adjusting stagelighting and filters, and fixing and removing stage curtains	H	M,H	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. Authorised persons are John Pratt, Edward Ogden and Reg Balmforth	Training / experience of those restricted to use the Zarges 3 ladder is to be reviewed .A method statement will be prepared before 11 March 2012. Action – Gary Sharman, John Pratt and David du Boulay	<b>06.03.12 GS</b>
10	Assembling scenery and platforms	M	M,H	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	A method statement will be prepared before 11 March 2012. Action – Gary Sharman and David du Boulay	<b>06.03.12 GS</b>

				eyebolts are checked before use at every production		
11	Non use of stage steps	M	M,H	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	The guide on working practices referred to in paragraph 5 above will include reference to the prohibition of jumping onto or off the stage. Action – Gary Sharman and David du Boulay	<b>06.03.12</b> <b>GS</b>
12	Safety provisions for members of the public attending performances	L	P,M,H	It is the responsibility of KCC to provide appropriate signage for fire precautions and first aid. In addition, Masque Players request Stewards to read on performance nights the document “Duties of Front of House Personnel”	“Duties of Front of House Personnel” are to be reviewed before 18 March 2012. Action – Peter Theobald and David du Boulay	<b>06.03.12</b> <b>GS</b>

**This Risk Assessment is to be reviewed annually.**

**Date of review:                      By whom:                      Comments:**

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**METHOD STATEMENT (Number 1)**

**Name: The Masque Players**

**Date of Method Statement: 06.03.12**

**Signed: Gary Sharman**

**Position: Health and Safety Officer**

<b>Project/Task Description</b>	Using Zarges 3 section extending ladder for fixing, removing and adjusting stage lighting and filters, and fixing and removing stage curtains
<b>Known Hazards</b>	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
<b>Supervision Arrangements (Responsible persons)</b>	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)
<b>Monitoring Systems</b>	Monitoring of Health and Safety on this project will be undertaken by one or more of those referred to in the preceding paragraph
<b>Operational Sequence</b>	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)
<b>Authorised Users</b>	Those authorised to use the ladder are: John Pratt, Edward Ogden, Reg Balmforth. 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.
<b>Plant/Equipment</b>	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

<b>Materials and Method of Lifting</b>	<p>Materials carried when using the ladder are:</p> <p>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.</p> <p>Filters – Carried by authorised person using one hand when climbing the ladder</p> <p>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</p>
<b>First Aid and Rescue Arrangements</b>	<p>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</p>

**This Method Statement is to be reviewed annually.**

**Date of Review:**

**By whom:**

**Comments:**

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**METHOD STATEMENT (Number 2)**

Name: The Masque Players

Date of Method Statement: 06.03.12

Signed: Gary Sharman

Position: Health and Safety Officer

<b>Project/Task Description</b>	Assemble scenery flats, rostrum, steps, doors and other items necessary to complete the set. Dismantling scenery etc as listed above
<b>Known Hazards</b>	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
<b>Supervision Arrangements (Responsible persons)</b>	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
<b>Monitoring Systems</b>	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
<b>Operational Sequence and Stability</b>	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 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
<b>Labour</b>	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
<b>First Aid and Rescue Arrangements</b>	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 the Health and Safety Officer or Production Manager or their nominated representative will take control of the situation

**This Method Statement is to be reviewed annually.**

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