

ANNUAL RISK ASSESSMENT

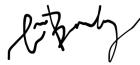
Degree of Risk

Risk Rating Matrix

Society Name: Stage Musicals Society

Category: Music and Performance

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Author(s) signature and date:  22/06/2026

Staff Sign Off Completed on Engage via approval function

Locations: Rooms allocated in the University of Leeds campus, which includes rehearsals and then performances in the Riley Smith theatre. Socials may take place in the Union club as well as external club nights or parties.

Details of Activity: Stage Musicals

Likelihood	
5	Inevitable
4	Highly Likely
3	Probable
2	Unlikely
1	Remote possibility

Severity						
Likelihood		1	2	3	4	5
	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Severity

5	Very high - multiple deaths
4	Highly - death, serious injury, permanent disability
3	Moderate - Off Uni/work for at least 5 days
2	Slight - First aid treatment

Risk rating score

Action

1 - 4	Broadly acceptable - no action required
5 - 9	Moderate - Reduce risks if reasonably practicable
10 - 15	High risk - Priority action to be undertaken
16 - 25	Unacceptable - Action must be taken immediately

Society (SMS) 1
directs,
choreographs and
performs one
musical at the end
of each semester.
As a society, we are
welcoming and
like-minded people
who share a strong
passion for musical
theatre, with the
priority of having
fun whilst
performing. We
hold three
rehearsals a week -
one for singing, one
for acting and one
for dancing. SMS
also attend around
2-3 socials per week
which are organised
by our social
secretaries, and
these include both
drinking and sober
socials.

Nil - Very minor



**People who may
be affected:**

Society members
and participants.
Members of the
public.

Staff.

Summarise changes:

[Use this box to summarise any changes made from 25-26 to the 26-27 year (if no changes, state no changes needed) [if you are a new society and have not completed an annual risk assessment before, delete this row]

Identify Hazards		Estimate the risk		Evaluate the risk		Evaluate residual risk			
Hazard	How may harm result?	L	S	Rating	Risk control measures	L	S	R	Further action required?
Emergency procedure for any health and	If someone becomes injured or unwell and appropriate first aid is not provided quickly, their condition could worsen and	4	2	8	Any incidents that occur will be immediately reported to LUU. Committee members will also be made aware the location of the nearest first aider and be aware of any	2	2	4	

first aid instances	recovery may be slightly delayed.		society members who hold first aid qualifications so that help can be provided.	
Limited knowledge of pre-existing medical conditions	A member may become unwell during rehearsal, performance, or social event. If a committee member is unaware of any relevant medical conditions, they may not know how best to respond.	4 2 8	All members of the Society will complete emergency contact and medical information forms so that relevant information about their condition is available if needed. In the event of an injury or medical concern the LUU duty manager will be contacted.	2 2 4
Movement and dancing including lifts and complex routines	As we are a dance society, physical activity such as lifts jumps and choreography are common and may lead to foos strains or other injuries if not carried out safe safely.	4 2 8	All performers and membersOf the show Will complete inappropriate lengthy warmup before rehearsals involving varying movement. Lifts and more complex choreography will be taught slowly with plenty of spots present. The lifts would only then be carried out in suitable spaces under the guidance of experience production team members. The LUU duty manager will be contacted if any injury does occur.	1 2 2
Slips, trips, or falls during rehearsals or performances	Hazards within the rehearsal performance space could lead to members tripping or falling leading to further injuries.	4 2 8	All walkways will be kept clear and cables secured. Liquid spills must be cleaned up immediately or clearly marked until they can be dealt with safely. Drinks should not be brought onto the stage unless required for performance. Performers would be familiarise with the venue before rehearsals begin and giving sufficient time to rehearse in costume. Again, any injuries would be reported to the LU duty manager.	1 2 2
Moving	Improper lifting or moving of	2 2 4	No oneShould attempt to move equipment	1 2 2

furniture, chairs and other larger set or props.	heavy items may well result in sprains or other physical injuries		beyond their physical capability. Any injuries do a car will be reported to the LU duty manager	
Singing for long periods with insufficient warmup leading to injury	Poor vocal preparation or overuse may cause vocal strain or prolonged injury	3 2 6	Experience musical directors would lead all members through a appropriate warmup to ensure that their voices are kept healthy. Regular breaks will occur giving the cast members an opportunity to rehydrate and rest their vocal chords throughout the show process members will also be given the opportunity to be educated about healthy vocal technique.	1 2 2
Dancing for long periods of time without sufficient warm ups leading to injury	Poor physical preparation may lead to muscle strain or fatigue, and in some cases might also lead to prolonged physical injury	3 2 6	It will be everyone on Prods responsibility buy mainly choreographers and directors to ensure that proper physical warmups have been conducted at the beginning of every rehearsals where movement may be happening. Throughout the process the cast will also be given tips on how to protect their bodies from fatigue ensuring no injuries will occur.	1 2 2
Rehearsing for long periods of time without sufficient breaks may lead to fatigue or	Scheduling more than an hour rehearsal without having a sufficient amount of time for the cost to have a break may lead to fatigue or exhaustion, in some cases bleeding to car members feeling ill or faint.	3 2 6	The production team and committee will ensure that within every rehearsal proper time is set aside for the cast and team to have proper brakes in which they can refill with food and water and regain their energy.	1 2 2

exhaustion.

In the dance context, differing abilities may lead to routines that someone pushes themselves to achieve	Within the society we have lots of people with different dance abilities so it is a risk that sometimes choreographers might choreograph a routine that is way too challenging for some members of the cast. As a result of this this might mean cast members less able try and push themselves to achieve things that are not capable and leave them feeling mentally and physically unwell.	3 2 6	Choreographers and other people on the production team are always made aware of everyone's abilities and experience before choreographing certain routines or blocking certain scenes so everyone is in the best hands for this. Choreographers also will continue to check in with the cast to make sure that everything is alright for them and they're catching up and being able to do the routine fine. If there are any issues with any of the cost not being able to pick up or learn the dance the choreographers should then adhere to the cost members needs to make sure that everyone is happy and safe.	1 2 2
Fire or potential other emergency	Cast and crew working in the space could get injured severely if fire procedures are not followed accurately	4 4 16	Ensure that everyone is aware of the evacuation procedure in every rehearsal or performance space. This includes knowledge of exits and meeting spots for registration if evacuation is required. Make sure that crowds and personal belongings are kept away from exits	1 3 3
Falls from the stage or high rigging	Members of the society and performers and shows could fall from the edge of the stage or elevated platforms, causing serious injury.	3 3 9	The edges of the stage will be marked clearly. There would be many opportunities for performers to run through their blocking slowly so they know they're spacing making sure that there is no chance that they would be close to the edge or falling off. Raised platforms will all be kitted out with appropriate safety barriers.	1 3 3
Dangers	Improper use of electrical	3 2 6	All electrical equipment must be tested in	1 3 3

with electricity and electric shocks from using equipment incorrectly	equipment may result in electric shocks or other injury.		line with the university policy. Only approved plug sockets should be used. Electrical equipment should only be handled by individuals who have received the appropriate backstage training.	
Strobe and low-lighting	Strobe lighting and low light conditions may cause adverse reactions for psalm photo sensitive audience members performance or crew members.	4 3 12	All performances using strobe lighting will be clearly advertisedAnd warnings will be announced before each performance begins. Any cast or crew members with conditions such as epilepsy should be identified in advanced or appropriate adjustments can be made. We will have our welfare officers on hand all time to make sure that check-in is are taking place throughout the process.	1 2 2
Loud noise for prolonged periods	Cast, crew, and audience members may end up with hearing loss or damage	2 2 4	Ensure that the events are advertised as including loud noises. Make sure that ear plugs are provided and the noise levels don't go outside of those recommended by LUU. Check in with cast and crew members during this event to ensure everyone is okay. The LUU Duty Manager will be contacted in case of any injury	1 2 2
Intoxicated audience members during performances	Members of the society may be physically/verbally assaulted by intoxicated audience members.	3 2 6	Society will not intervene directly but will contact the LUU Duty Manager and/or Campus Security for support. As per the committee guidelines, the committee/organisers will ensure that all audience members are drinking responsibly. Welfare officers and social	1 2 2

Intoxication at socials or other events	Society members and members of the public may be at risk of physical or verbal abuse due to intoxication, or health issues such as sickness or falls could occur	3 2 6	secretaries can act appropriately if needed As per committee guidelines, the committee/organisers will ensure that all members are drinking responsibly at any socials which include alcohol. Additionally, the social secretaries and welfare officers will elect to either stay sober or drink more responsibly so they can act on situations if they need to. The LUU Duty Manager will be contacted in case of any injury or illness if the social is on campus, or staff/emergency services will be contacted if required at external socials	1 2 2
Approaching members of the public whilst advertising or fundraising for the show and any public annoyance	Members of the public could be annoyed by advertisement, resulting aggressive behaviour and potential injury to society members	1 3 3	The President, Secretary and Treasurer should have a conversation with society members to advise them on how to properly approach the public, and gain a permit if this is necessary. There should be no working alone under any circumstances. Act as a representative of your society, the charity being fundraised for, and LUU. Follow the guidelines and training set out by your charity and organisation, and always remain respectful to your surroundings and members of the public. Emergency services will be contacted in case of any injury.	1 2 2 Approaching members of the public whilst advertising or fundraising for the show and any public annoyance
Members feeling left out, uncomfortable or	Members of the society have a negative experience in the society and their mental health or wellbeing is affected negatively	3 3 9	It is the responsibility of the committee and any returning members to ensure that the society is approachable, welcoming and a safe space for others, especially newcomers. This atmosphere should be	1 3 3

marginalise
d by their
society
experience

upheld from the GIAG, auditions, rehearsals, socials, and shows. Our appointed Welfare Officers on the committee are always present for someone to speak to if they feel uncomfortable. At the beginning of each semester and regularly throughout, we aim to discuss the kind, inclusive nature of SMS, which proves that we do not tolerate any sort of bullying, marginalisation or rude behaviour. If this were to occur, there will be serious conversations held with all parties involved to resolve the issue and reach a good conclusion, maintaining the warm and friendly atmosphere of the society

Working
alone on a
stall, or
working on
an unstable
stall

If working alone someone may have potential problems and not be able to report as they're unable to leave their post, and if stall is unstable it could fall which would lead to injury such as concussion, sprains or fractures

1 2 2

The stall rota should be timetabled so at least 2 people are present at all times except for short periods (e.g. toilet break). Be aware of anyone around who could help if necessary. Keep any money out of sight and secure in a cash box. The stallholders should familiarise themselves with the security procedures of the organisers. Secure all display signs and gazebos with secure weights or pegs, and make sure that tables are stable before loading them with items. Have a clear plan of action for high winds or bad weather. The LUU Duty Manager will be contacted in case of any injury.

1 1 1

Blocked
walkways/e

Badly placed queues or stalls could lead to injury, or difficulty

1 2 2

Agree the location of a stall/queue with the LUU staff in advance. Ask the duty

1 1 1

exits	leaving or entering a building in an emergency		managers if you are unsure on the day of the event. Ensure that 1.2 metre walkways are maintained at all times. Ensure no fire safety equipment, exits, or signs are blocked. Remind society members on the evacuation procedures of the building prior to the event. Ensure precautions are taken for queue management to ensure walkways and exits are clear and crowds can be kept under control	
Night time navigation	Members of the society and the public could get lost from the group or injured at night	2 3 6	Travel on well-lit routes and never travel alone to an event. Ensure that all members are aware of the way to the event prior to its beginning. Make sure everyone in the society can contact a committee member if they become separated, and arrange a meet-up point in case of separation. We also encourage the use of the LUU Nightbus and the safe zone app. Campus Security will be contacted in case of any emergency	1 3 3
Adverse weather	Society members could be affected and this could lead to illness or injury	3 3 9	If the weather is hot, precautions should be taken (such as staying hydrated, using sun cream, and access to shaded areas are clear). If the weather is hot and you are indoors, ensure the room is well-ventilated and activity should stop if it gets too hot. If cold/wet, have ready access to shelter and warm, dry clothing. If outdoors, be careful of wet and slippery terrain. Make sure that you are aware of any member's additional needs or sensitivity. The LUU Duty Manager will be contacted in case of any injury	1 2 2

