|  |  |  |
| --- | --- | --- |
|  | **Annual Risk Assessment Form** | To calculate **Risk Rating (R)**: assess the **Likelihood** **(L)** of an accident occurring against the most likely **Severity (S)** the accident might have, taking into account the control measures already in place. **L x S = R** |
| **Club & Society Name:** | LUU Theatre Group  |  **Likelihood (L) X Severity (S)**  |
| **Category:** | Theatre and Performance  |
| Unlikely | 1 | Minor harm caused |
| **Group Description:** |  | Possible | 2 | Moderate harm caused |
| Certain | 3 | Major harm caused |
| **Completed by *(name and committee position):*** | Declan Kelly – President  |

|  |  |  |
| --- | --- | --- |
| **Low (Acceptable)****= 1 - 2**  | **Moderate****(Tolerable)****= 3 - 6** | **High****(Intolerable)****= 7 - 9** |

 |
| **Club & Society Signature:** |  |
| **(Staff Only) Checked by:** |  |

**Society Activity Hazards**

***Any hazards that apply specifically to your club or society. E.g. sports, performances, cooking, animal care, staying away, etc.***

***1 – 10 Performance and rehearsal-based risk***

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| **What are the significant,** **foreseeable, hazards?*****(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures*****(Already in place)*** | **Risk Rating** | **Additional control measures needed** ***(Staff ONLY)*** |
|  |  |  |
| 1. *Transition of Covid-19*
 | *Anyone involved with the show or society*  | *Maintain social distancing where possible and produce negative lateral flows to maintain a clear control over who has signs of symptoms of Covid-19* | *2* | *2* | *4* |  |
| 1. *Risk of being injured within rehearsals*
 | *Anyone who is involved with that rehearsal*  | *Take care whenever in rehearsals try and prevent any trip hazards and make sure if doing anything which could lead to injury that it done in a safe and practical way i.e. stage combat*  | *2* | *2* | *4* |  |
| 1. *Risk of being injured on stage due to set or props*
 | *Anyone who is involved with the show*  | *Take full care when working on the stage. Make sure all the actors know and understand the space in a safe way and work as a company to outline where the risks could appear through set, props, and costume. Have a plan ready in case something goes wrong on stage with a prop. i.e water gets spilled an actor cleans it up in character*  | *2* | *1* | *3* |  |
| 1. *Audience in the space of the theatre*
 | *Spread of Covid-19 Audience,*  | *Cast Audience to be distanced from cast, and encouraged to wear masks during the show. Room ventilation in use.* | *2* | *2* | *4* |  |
| 1. *Risk of props*
 | *Anyone involved with the show* | *Full training on how to use props especially if they could be considered as a risk to someone in the show, such as if a prop is heavy or sharp. The company of the show will undergo training and handling with the actor who is using the prop*  | *2* | *2* | *4* |  |

**Socials, Meetings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **What are the significant,** **foreseeable, hazards?*****(the dangers that can cause harm)*** | **Who is at risk and how?** | **Control measures*****(Already in place)*** | **Risk Rating** | **Additional control measures needed** ***(Staff ONLY)*** |
| **L** | **S** | **R** |
| *1) Slips, trips, and falls* | *Members may be injured if they trip over objects or slip-on spillages* | *General good housekeeping. Flooring even and well maintained. Spillages cleaned up immediately. Wet floor signs used after mopping. All areas well lit, including stairs. No obstructions in walkways such as boxes, trailing leads, or cables. Keep work areas clear. Report any spillages or trip hazards.*  | *2* | *2* | *4* |  |
| *2) Socials which may have drinking involved*  | *Members of the society*  | *At least 2 members of committee to remain sober in case an issue occurs within the night, there will be two people who know what to do. This will prevent anyone been left or in need of help alone*  | *2* | *2* | *4* |  |
| *3) Venue’s own risk assessments*  | *Members of the society*  | *Complete an individual risk assessment form for each social by the social sec and then directors/producers complete one for fundraiser*  |  |  |  |  |
| *4) Memberships only for people to come to TG socials*  | *Members of the society* | *Make sure that people have memberships before buying tickets to an event or social to police who comes into the society event to prevent any non-members causing issues.*  | *2* | *2* | *4* |  |