

CLUB AND SOCIETY RISK ASSESSMENT		Degree of Risk		Risk Rating Matrix						
Society Name:	LUU Pantomime Society	Likelihood		Severity						
Category:	Performance society	5	Inevitable	Like liho od		1	2	3	4	5
Author(s):	Narayani Gawande (Treasurer)	4	Highly Likely		1	1	2	3	4	5
Author(s) signature and date:	 06/07/2026	3	Probable		2	2	4	6	8	10
Persons Responsible:	Club and society committees and leaders	2	Unlikely		3	3	6	9	12	15
Staff Sign Off:	[Signature] [Date]	1	Remote possibility		4	4	8	12	16	20
Staff Additional Check:	[Signature] [Date]			Severity		Risk rating score		Action		
Locations:	LUU level 2 meeting rooms, studios, Riley Smith Theatre and Pyramid Theatre	5	Very high - multiple deaths			1 - 4		Broadly acceptable – no action required		
Details of Activities:	Singing, dancing and acting rehearsals in preparation for full performances at the end of the semester; going to socials such as karaoke or pub outings	4	Highly - death, serious injury, permanent disability			5 - 9		Moderate - Reduce risks if reasonably practicable		
People who may be affected:	• Society members and participants • Members of the public • Staff	3	Moderate - Off Uni/work for at least 5 days			10 - 15		High risk - Priority action to be undertaken		
		2	Slight - First aid treatment			16 - 25		Unacceptable - Action must be taken immediately		
		1	Nil - Very minor							



<i>Identify Hazards</i>	<i>Estimate the risk</i>				<i>Evaluate the risk</i>				<i>Evaluate residual risk</i>
Hazard	How harm may result?	Li kel ihod	Se ve rit y	Ra tin g	Risk control measures	Li kel ihod	Sev erit y	Rat ing	Further action required? <i>Only fill out if additional control measures need to be implemented or reviewed</i> Include timescales and who is responsible for implementation
Physical injury during dancing, acting or singing	Performers and directors during rehearsals may suffer Physical injury from movement, such as muscle strain from insufficient warm-ups, bruising, fractures, sprains or concussion from slipping/tripping/falling. Vocal injury and muscle strain from singing for long periods or without sufficient warm-ups. Audience members attending the performance are at risk due to performers moving about the audience and accidentally hitting or colliding with them. The loud music during the shows can also be hazardous.	2	2	4	- All performers will wear appropriate and sensible clothing for both dancing and acting, e.g. suitable for exercise, nothing overly flowy, no excessive accessories, etc. - Choreography will not include overly strenuous/potentially dangerous movements - Performers will warm up before any physical activity or singing - Directors will advise performers to avoid injury, e.g. be aware of your surroundings and the people around you, don't push yourself past your physical boundaries, stay alert while performing, etc. - The audio system will be checked multiple times during dress rehearsals to ensure that the music isn't too loud and doesn't cause any distress amongst the audience or performers. - In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).	1	2	2	
Fatigue and Dehydration	Performers, production team and stage crew may experience fatigue and dehydration during longer shows or during long vocal and dancing rehearsal times.	3	2	6	- Making sure that the rehearsals have enough breaks for food and water. Potentially a 5-10-minute break for every hour of rehearsal. - During the show, there will be at least a 20–30-minute interval for performers to relax, and they will be provided with water or juices to keep them hydrated. - It will be ensured that the rehearsal and performance spaces are well ventilated, and the room temperature is properly regulated. - In any case, if there is a need to administer first aid, in these situations, the LUU Duty	1	2	2	

					Manager will be contacted (if rehearsing on campus).				
Unsuitable performing or rehearsing space	Performers, production team and stage crew at risk of injury like bruises, fractures or muscle strains upon falling/tripping due to rehearsal or performance spaces being too small or unsuitable for performing (slippery floors or objects laying around) Audience not being able to watch due to an insufficient amount of space	2	2	4	- Only rehearse and perform in spaces with a suitable amount of room for the number of people performing, as well as no hazards (e.g. furniture that cannot be moved out of the way, wires or other trip hazards, etc.) - Regulate the number of performers per performance or rehearsal (e.g. not having a full cast in a number at the same time if the cast is large) to avoid injury caused by others - Ensure chosen venues fulfil standards for fire safety - Keep track of ticket sales to ensure space capacity is not surpassed, and act accordingly if it is (e.g. ask audience to come on another night or arrange for extra seats to be put out) - In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).	1	1	1	
Injury from equipment and costumes	Performers getting injured from wearing unsuitable costumes or accessories, particularly the dame and animal costumes, due to typically having the most complicated costumes. This could lead to injuries like cuts and bruises directly due to the costume or slipping/falling/tripping during performances. In certain cases, tight or wrong-fitting dresses may cause suffocation.	3	2	6	- Avoid use of accessories that may cause risk (e.g. sharp edges, difficult to secure onto the costume/keep hold of, catches easily on other pieces of clothing, etc.), or if necessary instruct the performer on how to wear/use the accessory in a way that avoids risk (e.g. limited movement to stop accessories from falling, handling large props with care) - this situation should be avoided as much as possible - Take into account the sizes of performers when acquiring costumes to avoid uncomfortable or unsuitable costumes - Make sure performers try on costumes and ensure they're suitable/safe/comfortable before attempting to perform in them, clearly communicating with the performer about their comfort level and adjusting where necessary (e.g. not using accessories or wearing them in alternate ways, arranging to get different sizes of costumes if they are currently unsuitable) - Have several dress rehearsals in the lead up to the performance so performers can get used to performing in costume and managing costume changes - if costumes	1	2	2	

					cause problems with performance, adjustments to costumes should be made (see previous point) In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).				
Slips, trips and falls due to unclean floors.	Performers, production team, stage crew or staff may be injured if they trip over objects or slip on spillages, causing bruises, cuts, fractures or concussions.	3	2	6	- General good housekeeping - Ensure the flooring of rehearsal and performance spaces is even and well-secured - Spillages cleaned up immediately, especially on stage or in performance spaces - Wet floor signs used after mopping - All areas are well-lit, including stairs - Stairs are not to be blocked with costumes, props or equipment - No obstructions in hallways, e.g. boxes, trailing leads or cables, stray costumes and props - Staff and crew keep work areas clear - Report any spillages or trip hazards to directors or production crew - Performers instructed to keep personal belongings out of the way and maintain the cleanliness of rehearsal spaces/dressing rooms - In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).	1	2	2	
Fire or other emergency	Performers, production team, stage crew, staff and audience members (if during a performance) are at risk if a fire is started	1	5	5	- Ensure everyone is aware of fire exits and safety equipment - Ensure exits (particularly fire exits) are not blocked by costumes/props/equipment and relocate objects that could potentially cause blockages if necessary. - Good signage for audience members and other visitors - Report any incident to LUU as required	1	3	3	
Electricity or electric shocks	Performers, production team, stage crew or staff are at risk of shocks if the electrical equipment being used is outdated, faulty or	1	3	3	- All electrical equipment must have a valid PAT test certificate or proof of purchase within the year - Only LUU technicians or inducted members of LUU Backstage Society will handle specialised technical equipment, e.g. mics and mic packs, lighting, smoke machines or	1	2	2	

	improperly used.				other effect producers that may be used in the performance • Band equipment will be handled with care and only by band members who are familiar with the equipment and how to use it responsibly • Personal technical equipment used during rehearsals (e.g. laptops, speakers, phones for recording) are the responsibility of the owner, who should ensure that their equipment is not faulty/outdated before bringing it to rehearsal • Only use power sockets available - don't overload • If in any case this situation occurs, the LUU Duty Manager will be contacted immediately (if rehearsing on campus). If rehearsing outside the campus, the immediate authorities will be contacted. In any more severe situations, medical services will be contacted (111 or 999).				
Manual handling	Production team, stage crew and staff are at risk of physical injury from heavy lifting which can lead to injuries like sprains, concussions and fractures.	2	3	6	• Individuals will only lift loads they are comfortable with • Where possible, manual handling will be avoided • Where possible, lifting aids will be used, e.g. a trolley • If possible, the load will be reduced, e.g. separating into boxes which are carried by several people • Manual handling training will be provided to the crew and production team, so they are aware of how to safely handle heavy loads • In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).	2	2	4	
Intoxicated society members	Society members and the committee may be at risk due to dangerous actions (use of foul language, rule disobedience, transportation hazard and disrespectful public behaviour) performed while under the influence during socials.	2	3	6	• Ensure compliance with LUU's social guidelines • Have at least one sober committee member at every social • If an intoxicated member is getting too rowdy, encourage them to stop drinking and drink water instead, then keep an eye on them for the rest of the social • Do not let intoxicated society members leave socials alone - where possible, at least one sober member should accompany them • Check in with members after socials to	2	2	4	

					ensure everybody returned home safely - should someone not respond, inquire with their housemates or friends In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).				
Physical injury during socials	Society members and committee members could be injured due to performing risky or strenuous actions during socials, e.g. falling off a karaoke stage, hurting an arm while bowling, etc.	2	2	4	- If a social calls for it, advise members on suitable clothing to wear to the social (e.g. exercise clothing for one-off dance/gym classes) - Members will be advised to be aware of their surroundings at socials that involve significant movement (e.g. laser tag, jump class) - Members will be advised not to strain themselves too hard during socials - In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).	1	2	2	
Injury while travelling to and from rehearsals/socials	Society members and committee members may be at risk of injury due to things encountered on the way to/from rehearsals and socials, e.g. cars and traffic, tripping on uneven pavement, moving through an untrustworthy area, etc.	2	3	6	- Members will be provided with a clear address/instruction on how to travel to a location should they ask for it - Members will be advised to travel through safe routes or to travel with peers if this cannot be avoided - Members will be advised to be aware of their surroundings while travelling to/from locations, especially when crossing roads - In any case, if there is a need to administer first aid, in these situations, the LUU Duty Manager will be contacted (if rehearsing on campus). In any more severe situations, medical services will be contacted (111 or 999).	1	2	2	