

FRONT OF HOUSE RISK ASSESSMENT

Venue/Location: *Auditoriums: Stage 1 & Godber Studio*

Task/activity/operation The Auditoria - are fixed seating areas for the viewing of performance or conference with 4 wheelchair spaces at ground level & 2 on first floor

Description of above

Emergency Evacuation for Fire or Incident

Hazards <i>(see below)</i> <i>List what could cause harm i.e. work at height fire, tripping</i>	Who is affected <i>e.g. Cast, Public, Contractors</i>	Risk factor Severity x Likelihood. For each hazard decide level of risk	Control measures <i>List the control measures you will take to minimise the risk identified</i>	Revue date <i>For each hazard</i>
1. Serious Injury or Fatality from burns and/or smoke inhalation.	Staff /Public/ Cast	5 x 2 = 10	Designated fire exits and purge points. Fire Alarm System. Fire Fighting Equipment. Controlled Evacuation Procedures. Emergency Lighting State Daily checks and pre-show checks of fire routes, fire exits and walkways. PA over ride system.	Annually
2. Serious injury or Fatality from uncontrolled crowd movement.	Staff /Public/ Cast	5 x 2 = 10	Designated fire exits and purge points. Training of personnel in evacuation procedure Controlled Evacuation Procedures. Daily checks and pre-show checks of fire routes, fire exits and walkways. Emergency Lighting State PA over ride system.	Annually
3. Serious injury or Fatality from uncontrolled crowd movement.	Wheelchair User <i>Ground Floor</i>	5 x 2 = 10	Wheelchair users should exit with the rest of the audience if able to do so. If anyone needs assistance they should wait and they will be helped by Duty Manager and FOH staff. Auditorium is a safe refuge for up to 1 hour if all doors are closed	Ongoing
3a. Serious injury or Fatality	Wheelchair User	5 x 2 = 10	A minimum clearance or 1200mm measured from the most protruding part	Ongoing

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due to blocked exit routes due to stage configuration, set & props 3a. Continued	Ground Floor		of fixed furniture all around the thrust stage in the Main House and in front of the front row Studio. Daily checks and pre-show checks of fire routes, fire exits and walkways. Pre-show checks of fire routes, fire exits and walkways.	
3b Serious injury or Fatality from uncontrolled crowd movement.	Wheelchair User First Floor Main House <i>When central position is available</i>	5 x 2 = 10	Guided/ assisted to the safe refuge outside door 2 or 3 fire exit of main house or top door of studio, and advised where the call point is by FOH staff Pre-show checks of fire routes, fire exits and walkways. Auditorium is a safe refuge for up to 1 hour if all doors are closed	Ongoing
3d Serious injury or Fatality from uncontrolled crowd movement.	Wheelchair User First Floor Main House <i>If sound desk is in central position</i>	5 x 2 = 10	Audience left end of Row L & M can only be used as wheelchair positions if the rest of the row has not been sold or has been taken off sale. Audience Right End of Row L cannot be used as a wheelchair position. End of Row M can be used if rest of row has not been sold or has been taken off sale. Guided/ assisted to the safe refuge outside door 2 or 3 fire exit of main house and advised where the call point is by FOH staff Pre-show checks of fire routes, fire exits and walkways.	Ongoing

Continue as necessary

Assessed by Paul Bennett	Position Front of House Manager	Signed 	Date 1st April 2025
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- ☐ Overloads (lifting, equipment, tanks)

Possible Hazards:

Mechanical

- ☐ Trapping (pinching, nipping)
- ☐ Contact (cutting, friction abrasion)
- ☐ Entanglement (rotating parts)
- ☐ Ejection (work pieces, tools)
- ☐ Impact (striking against, struck by)

Electrical, Pressure, Stored Energy, Stability

- ☐ Electrocution (Electricity HV. 440v, 240v, 110v, Ex-LV)
- ☐ Ignition sources (static, batteries)
- ☐ Pressure (air, water, gas, hydraulics, vacuum)
- ☐ Stored energy (springs, ropes, wires, chains, belts)
- ☐ Stability (bases, slopes, height, mobile)

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Fire / Explosion

- ☐ Combustion hazards (materials, timber, grease, paper)
- ☐ Flammable substances (liquids, gases, aerosols, paints)
- ☐ Oxidising substances (pyrotechnics, peroxides, gases)
- ☐ Dust explosion hazards (wood, alloys)

Hazardous Substances

- ☐ Corrosives/irritants (acids, caustics, mineral fibres)
- ☐ Dusts (asbestos, silica, coal, wood)
- ☐ Fumes (lead, rubber, paints, glues)
- ☐ Vapours (isocyanates, acetone)
- ☐ Gases (oxygen, fuel gases, inert gases)
- ☐ Mists (oil, water)
- ☐ Asphyxiants (inert gases, carbon monoxide)

Workplace/Work Environment

- ☐ Access (clear & unobstructed)
- ☐ Slips/trips/falls (debris, slopes, spillages openings)
- ☐ Work at heights (edges, ladders, scaffolds)
- ☐ Obstructions (in grid, projections, low headroom)
- ☐ Confined spaces (tanks, voids, vats, silos, pits, elevators)
- ☐ Lighting (glare, sufficient, stroboscopic)
- ☐ Temperature (heat, cold, wind, shill, rain, snow)
- ☐ Ventilation (fumes, vapours, mists etc)

In using this method to perform a risk assessment, one decides the values of both S and L that best fit the circumstances that obtain in the risk (or) task being assessed.

It would be reasonable to define something that we shall call the Risk Assessment Factor, by the simple formula:

$$\text{Risk Factor} = \text{Hazard} \times \text{Likelihood}$$

If we apply the risk factor formula to all possible combinations of hazard and risk values we obtain a set of 25 numbers matrix - the risk factors value.

Work Methods

- ☐ Manual handling (lifting, lowering, carrying)
- ☐ Repetitive movements (keyboard, fine work, hammering)
- ☐ Posture/ergonomics (work above head height, low)
- ☐ Hand tools (hammers, chisels, spanners, drills etc)

Radiation, Noise, Vibration, Thermal

- ☐ Radiation (ionising/non-ionising, UV, infrared)
- ☐ Vibration (handheld machine tools, plants)
- ☐ Thermal (boilers, hotwork, cold rooms, liquid nitrogen)
- ☐ Noise (Orchestra, amplified, pneumatic tools, bars)

Special Arrangements relating to Broadcasting e.g.

- ☐ Techno/ jib crane height limiter
- ☐ Experienced camera operators
- ☐ Cables to be matted or covered or flown above
- ☐ Stedicam risk from back injury
- ☐ Cameras close to public to be manned at all times
- ☐ Platform cameras to be guarded with kick boards
- ☐ Crew welfare
- ☐ Signage where appropriate

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

Risk Category
Low
Normal/acceptable
High
Unacceptable?

Severity:	Negligible 1	Slight 2	Moderate 3	Severe 4	fatality or major 5
Likelihood:	Unlikely 1	Possible 2	Quite possible 3	Likely 4	Very likely 5

You should carry out your assessment as accurately as possible. Use the check list above to help you – any significant risk factors that cannot be reduced or eliminated please advice the DFI Health and Safety officer.