

South Bank Players Amateur Dramatic Group

GENERAL RISK ASSESSMENT – DRAMA REHEARSALS & EVENTS 2024

Description of Hazard	Possible Risk of Hazard	Controls	Probability	Additional measures Required
Entry and Exit to buildings	Risk of getting lost	All cast members should be aware of unfamiliar surroundings in buildings. Be mindful of steps, low doorways, entrances and exits. Ideally one of the committee will be familiar or have visited the venues in advance and can advise of any areas of concern. Cast members to be aware of members of the public who may be around at the same time if we are rehearsing in public buildings.	Low	Committee members or a representative of the group to do a risk assessment on new venues where possible.
Drama Activity	Risk of injury whilst undertaking drama activities	Sensible clothes & shoes to be worn according to the rehearsal / event being attended or performed. All cast members should be aware of their own limitations and notify the lead of any issues arising.	Low	Drama session will be stopped if any person is behaving in a manner likely to cause injury to themselves or another.
Toilets	Most events being performed are in public venues, so toilets will be shared with the public.	Normal safety measures should be undertaken using these facilities. If these are being used as changing facilities, be mindful of members of the public accessing these.	Low	No further measures in place unless children are involved in an event. DLS to be aware and advise as necessary.
Movement between rooms where activities taking place	Risk of tripping, slipping, falling	Cast to move around between activities sensibly and observe any information provided by the director / producer for that event.	Low	First Aid Kit and trained first aider (J Guy, M Marlow & M James).
Breaks for lunch and drinks when participating in longer sessions eg dress/technical rehearsals	Hunger, dehydration and needing rest	Space is identified and available For cast to have refreshments. Rest and food breaks will be scheduled into sessions.	Low	Cast should ensure that they have brought subsistence with them as not all venues will have food/drink available to purchase.
Use of Sound and Lighting equipment	Electrocution / burns from equipment	Cast should not use any of the equipment unless specifically told to do so, and under the direction of the technical director (Chris Drury). Be aware of any trip hazards from cabling and equipment is secure. PAT testing to be carried out as required.	Low	Cast to follow all instructions of the technical director and all equipment is stored correctly.
Handling Props and Equipment	Cuts, bruises, tripping	Any props being used will be checked to ensure that they are	Low	The event will be stopped if any cast

		safe to handle. Guidance will be given on appropriate and safe use.		member is found to be using the props inappropriately, either in the way they are being handled, or by using them to cause injury or harm to another and they will be spoken to about this by a member of the committee.
Attending workshop sessions provided by the group	Cuts, bruises, tripping, injury to limbs	Workshops carried out with the group will usually centre around drama, singing, dancing, arts and crafts. All activities will be risk assessed in line with our current risk assessment policy and any additional activities not covered will have their own risk assessment completed and attached to the session notes.	Low	Additional areas to watch out for and not covered in other sections of this policy are items such as scissors for craft activities. Items such as this will be supervised and counted out and in again.
Use of stage	Risk of potential fall	All performers should be aware of any drop at the front of the stage being performed on. Cast should be mindful of this during performances to reduce the risk of falling off the front.	Low	If possible, a coloured strip may be put across to highlight where the stage ends, however this may not be possible to do due to the venue and performance taking place.
Entering and exiting the stage	Dimmed lighting or stage lighting could be a potential risk when entering and exiting the stage area.	All performers should be aware of how and where they are entering and exiting the stage. If entering from the back of stage or entering through the audience doors, the lighting may be dimmed so all performers need to be careful on the stairs and opening / closing the doors. If using the stairs at the front of a stage the stage lighting may potentially be in the performer's eyes, so care needs to be taken on the stairs going on and off stages.	Low	To minimise any risk, rehearsals should have taken place where the performance lighting is used so that performers can see exactly what conditions they are working in.

Mikyla Marlow
Mikyla Marlow
(Chair)

Jeanine Guy
Jeanine Guy
(Treasurer / DSL)

[Revised April 2024]