

Risk Assessment Checklist – RSSS 2011

Contact Name: **Contact Details: Ph:** **email:**

Club/School: **Discipline:**

Item: **Division:** **Date of performance:**

Due to Occupational Health and Safety legislation and the unique design of Her Majesty's Theatre the use of certain items and the presentation of some activities can present potential risks to the safety and well being of the performer, other performers, staff, volunteers and audience and are required to review these items or activities to assess these risks and ensure the safety of all those within Her Majesty's Theatre.

Please find below a checklist that will assist you in deciding if your prop or set items or performance activities will require a risk assessment and review on the day of your item.

Once you have developed (or preferable during) your piece/performance please review this checklist to assess if you have any items that may pose a risk. Please do not hesitate to contact the Technical Operations Manager of Her Majesty's Theatre at anytime should you have any questions or you are at all unsure of the requirements. Please be aware that Her Majesty's staff will review all items as they arrive at the venue and may refused the use of any item.

Please post a copy of this form to The Royal South Street Office or email direct to the Technical Operations Manager at Her Majesty's Theatre no later than 2 weeks before the START of the program. (Not your performance date).

A member of the Technical staff at Her Majesty's Theatre will endeavour to assess this form and may contact you for more information regarding the risks associated with your piece. Providing photos or plans of the item or activity will assist us in the risk assessment review, if you are able to supply these please attach them to this form. It is the aim of Her Majesty's staff to review this checklist prior to your arrival for competition. If you have not heard from us prior to your performance date, please contact Liz Mundell, Technical Operations Manager. (See below)

Bring a copy of this checklist with you on the day of your performance. This item/activity must be presented to the Duty Technician for review at the Theatre on the day.

Please Note: A completed risk assessment checklist is **NOT** an **OK** to use the item or to perform this piece. The Duty Technician's decision is final.

Liz Mundell
Technical Operations Manager
Her Majesty's Theatre
Ph. (03) 5333 5802
Email: emundell@hermaj.com

Club/School -

Contact name-

You will require a risk assessment and review of your item by Her Majesty’s staff if your piece(s) have any of the following items:-

Item	Yes	No	How is item used (describe action – if additional space required add sheet)	Examples of risks associated with item
1.1 Balls				Throwing of Balls- loss of control into audience or off stage hit performer, or other persons back stage. Safety of venue fixtures and fittings
1.2 Wheels including Set pieces with wheels, bicycles, scooters, skate boards, roller skates, wheelchairs etc				Rake of stage – loss of control, fall, crash into other performers, off stage, into audience. Item rolling into audience, Set pieces moving down stage, falling off the stage. Safety of venue
1.3 Balloons - Helium				Are not permitted.
1.4 Steps				Falling off, Trip up or down, causing fall and injury to performer/s. Stability of item on rake (non flat surface)

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Item	Yes	No	How is item used (describe action – if additional space required add sheet)	Examples of risks associated with item
1.5 Risers/Rostra				Fall off or up causing injury to performer/s. Stability of item on rake (non flat surface.)
1.6 Gym Equipment including Swings, Slides				Safety of performers, Security of items on rake (items designed for flat surface on non flat surface). Safety of design for action, safety of venue.
1.7 Bars including Ballet Barre				Safety of items on non flat surface, ability of item to stand up to action required. Safety of performer/s.
1.8 Flown Elements of any kind including scene cloths				Fixtures and fitting compliant with legislation. Safety of venue, safety of performer/s

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Item	Yes	No	How is item used (describe action – if additional space required add sheet)	Examples of risks associated with item
1.9 Guns/Weapons of any sort				Theatre is governed by legislation regarding Weapons – which require certain procedures
1.10 Ladders				Use of items designed for flat surfaces on non flat surfaces – stability and safety of item. Safety of performer/s. Safety of venue
1.11 Chairs				Use of items designed for flat surfaces on non flat surface – stability and safety item. Safety of performer/s. Safety of venue.
1.12 Props this includes sharp or pointy objects, hats, canes – or if the items is thrown off stage				Risk of injury to other performers or those off stage backstage and audience

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Item	Yes	No	How is Item used (describe action- if additional space required add sheet)	Example of Risks associate with Item
<p>1.13 Breakable Items. Includes Glass, ceramics, mirrors, light globes, lamp shades.</p>				<p>Risk of breakage on stage, glass/ceramic slivers left on stage, injury during clean up, injury to performer/s, Disruption of piece.</p>
<p>1.14 Any set, prop element that includes electrical elements or Batteries. (other than standard domestic Batteries such as AA, AAA, C & D)</p>				<p>The Theatre is governed by legislation regarding these items.</p>

Photos Attached Yes..... No.....

Designs attached Yes No.....

(If additional space is required please attach additional sheets to this form)

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Or if your piece(s) contain any of the following activities:-

Activity	Yes	No	How is it used (describe action- if additional space required add sheet)	Example of risks associated with activity
<p>2.1 Climbing or standing on items Including Risers, Rostra, Barrels, ladders, steps or chairs.</p>				<p>Stability of item on non flat surface, stability of build of item to perform task Falls, trips, tipping of item, lighting in eyes, safety of performer/s. damage to stage surface.</p>
<p>2.2 Hanging from items including fly lines</p>				<p>Safety of fixtures and fitting for attaching, safety to performer/s, Theatre is governed by legislation.</p>

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Activity	Yes	No	How is it used (describe action – if additional space required add sheet)	Example of risks associated with activity
2.3 Spinning or somersaulting around items – Including Ballet Bars				Stability of items on non flat surface, stability of build of items for task, falls, trips, safety of performer/s. Damage to stage surface
2.4 Throwing of items into the Wings or into the Air including hats, canes, fans, balls etc				Hitting of performer/s, others off stage, loss of control and items falling into audience, hitting venue fixtures and fittings.

Please note – This form may not be a comprehensive list of items or activities that require a risk assessment, we have endeavoured to cover all items/activities that may constitute a risk, however if you bring an item into the venue on the day, that in the opinion of the Duty Technician may pose a risk, you may be asked to show the item/activity for the purpose of a risk assessment.