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| Lincoln University – Performing Arts Centre (LPAC & LSPA)  Risk assessment form for LSPA student Performances and Assessments productions in main house studios campus and off campus.  **Production: WOMENSwear Date: 19/05/2015 Venues: LPAC**  **Unit co-ordinator: Completed By: Holly Hutchinson** | | | | | | |
| **Identify Hazard** | **Who might be harmed** | **Risk** | **List any controls** | **Additional Controls** | **Actioned** | **Date** |
| Steps for scaffolding | Cast and crew. | Slips, trips and falls. | Make sure that both cast and crew know how to climb the steps safely.  Lighting needs to be in place to show actors where to step. | N/A. | Tech Day and Performance Day  **Stage Manager and Lighting Designer.** | 13/05/2015 & 19/05/2015. |
| Scaffolding. | Cast and Crew. | Slips, Trips and falls. | Make sure that cast do not go past 1ft either side of scaffolding.  The scaffolding needs to be well lit to ensure that the actors know where to stand. | Tape on the scaffolding where the 1ft marks. | Tech Day and Performance Day.  **Stage Manager and Lighting Designer.** | 13/05/2015 & 19/05/2015. |
| Cotton wool | Cast and Crew. | Slips, Trips and falls. | Make sure that cast wear suitable footwear, making sure that they move slowly when standing on the cotton wool. | N/A. | Performance Day.  **Stage Manager.** | 19/05/2015. |
| String | Cast and Crew | Slips, trips and falls. | Make sure that cast move slowly through the string, watching their footing and taking their time to make sure they are aware of their surroundings, there will be lighting to make sure that the cast do not fall over. | N/A. | Performance Day.  **Stage Manager and Technical Manager.** | 19/05/2015. |
| Platform. | Cast and crew. | Slips, trips and falls. | Make sure that cast do not go past 1ft either side of platform. The platform also needs to be well lit. | N/A. | Tech Day and Performance Day.  **Stage Manager and Lighting Designer.** | 13/05/2015 & 19/05/2015. |
| Cables. | Cast and Crew. | Slips, trips and falls. | Make sure that cables are taped down and cast and crew are made aware of where they are.  Cast and Crew to walk the set prior to start of tech rehearsals. | Working Lights for backstage.  Can cable be removed out of the way, above head height? | Performance day.  **Stage Manager and Technical Manager** | 19/05/2015. |
| Manual Handling. | Cast and Crew. | Back injuries, slips, trips and falls. | Anyone who will be manual handling will receive appropriate training. | Ensure that multiple persons are available to move larger/heavier pieces of set or equipment such as the scaffolding, platform and hay bales. | Tech Day and performance.  **Stage Manager and Production team leaders.** | 13/05/2015 & 19/05/2015. |
| Ladder for working at heights. | Cast and Crew. | Falling, dropping equipment, injuring self and others. | Ensure that only trained members are using ladders and/or working at heights with appropriate supervision when required. | N/A. | Tech Day and Performance.  **Stage Manager and Technical Manager.** | 13/05/2015 & 19/05/2015. |
| Stage-drop. | Cast and Crew. | Falling of stage-drop. | Show cast and crew where stage drop is.  Make sure that drop is well lit. | N/A. | Tech Day and Performance.  **Stage Manager.** | 13/05/2015 & 19/05/2015. |