



EDRIC THEATRE & STUDIOS

Risk Assessment Guide

Some activities that you may wish to carry out in the Edric Theatre & Studios or with our kit may require a Risk Assessment.

This guide will explain what activities require Risk Assessments and how to fill one out. You can also view a video tutorial on the Edric Theatre website.

Activities that require Risk Assessment:

- Unsupervised use of Steel Deck Staging
- Unsupervised use of Staging Flats
- All use of Imitation Weapons
- Use of Filming Kit in Public Spaces
- Self Directed Tech Rehearsals

If you wish to carry out any of the above activities (excluding tech rehearsals, info below) you must first **speak to your module/class tutor**. Try to give them **plenty of notice** so that they have enough time to approve your Risk Assessment. The Tech Team will also require notice so that they can prepare the equipment for you and give you **a brief induction** on how to use it safely.

For Decking, Flats and Weapons, you may only need to fill out **one** Risk Assessment for the duration of the module. As long as everything you plan to do is covered in the original RA, it will also cover you for subsequent bookings for that same module. You do not need to submit a RA for subsequent bookings for the same activity, just make a note in your booking to say you have one. This can then be checked by the tech team if needed. **If the activity changes**, a new Risk Assessment will need to be submitted and approved.

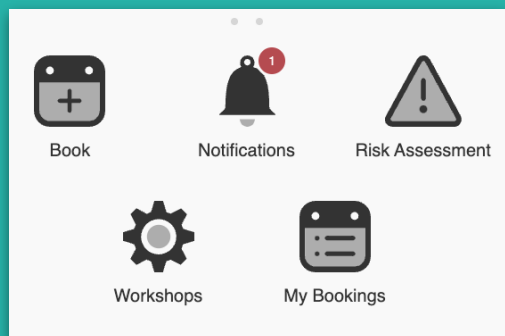
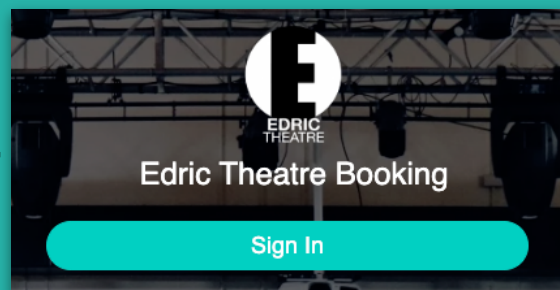
For Filming in Public Spaces, **a new Risk Assessment is required each time**. No prior permission or Risk Assessment is required for filming in Edric Theatre & Studio spaces however, **permission must also be obtained** from the School of ACI's Director of Operations to film in other spaces around the university. Speak to your module/class tutor first if you plan to film in public.

For Self Directed Tech Rehearsals (ie. Tech rehearsals where you and your group have created the work yourselves rather than being directed by a director or member of staff), an approved Risk Assessment **must be completed before coming to your tech**. It must cover all activities you plan to carry out in the performance that carry a risk. This could be use of liquids on stage, or performing at height, for example. Anything not in your Risk Assessment **may not be able to be included** in your tech.

Most Risk Assessment Templates on SISO will have Risks/Hazards pre-filled in. Delete any that are not appropriate and add anything that is missing yourself. See below for instructions, or watch the video on edrictheatre.com.



Go to edrictheatre.com or etb.siso.co to access our **Room and Kit Booking System**. Login with your regular **LSBU Login** and Password.



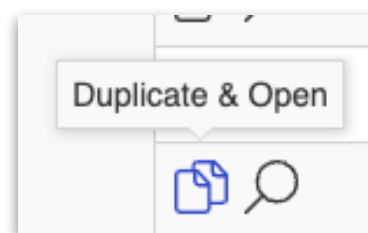
Once logged in, click the **Risk Assessment icon** on your dashboard. It's good practice to create your RA before making your booking.

On the next page, click **Open** from the menu bar on the left.



[Recents](#) **Templates**

You will now see a list of your own Risk Assessments. To create a brand new RA, start with one of our Templates. Click **Templates** to see which ones are available, then click **Duplicate & Open** on the one you want to use. You can also use one of your previous RS as a template.



Risk Assessment
Use of Staging Flats

Expand All Collapse All

1 Describe the Activity ✓

Describe the Activity being Risk Assessed, this is required to establish the risks and hazards.

Risk Assessment Title

Use of Staging Flats - Your Name

Date of Equipment Collection

Supervisors Name

Supervisors Name

Add a detailed Description of your Activity.

Putting up and performing with Staging Flats

Once the Risk Assessment opens, you will need to alter some of the data. Add your **name and module** to the title of the RA.

Choose the **date** you wish to first carry out this activity.

Leave Supervisors Name **blank**.

Add any more detail you wish to the **description**, such as the studio you plan to work in, the module, number of people in the group etc.



Next you need to list the **People at Risk**. Add your own name and email as the **Primary Risk Assessment Holder** and then click the + button to add the other members of your group.

2 People at Risk

People at Risk

Primary Risk Assessment holder

Your Name

Contact Information

your@email.address

Additional Persons (e.g. Individual names or group names i.e. public)

Name	Groups at risk	Role	Contact Number
Other Members of Group	Students	Role	Contact Number

+

For most activities, the **Equipment being used** is already filled in. You shouldn't need to add anything to this list even if using Film Kit as you will attach the RA at the point of booking the Room or Kit. Click the **Trash Can** to delete any equipment you are not using. **The Locations tab below this can be left blank.**

3 Equipment being used

Please add equipment currently booked

Item Name

Owned by Me

Loaned from

How will you store this item?

Flats and legs

Edric Theatre

Return to set store after use

+

My Bookings

+

My Own Equipment

If using your own equipment, you must add it to the list. Add additional equipment acquired from elsewhere. Please upload any relevant documents with this.

For most activities, the potential **Risks/Hazards** are already filled in. Click the Trash Can to delete any that are not relevant to your group.

This section should include any sub-activity that has the potential to cause harm. This could be injury caused while putting up flats, injury caused by working at height on steel decking or distress caused by use of imitation weapons.

For any activity that carries a risk not already listed, click the + beside **Add Hazard** to create a new Risk/Hazard.

5 List potential Risks / Activities

Enter your list of Hazards, this can be done by either clicking on the "Add Hazard" button and writing them yourself, or by adding them from the pre written examples by clicking on the "Choose from List" button and select hazards you feel are appropriate. In both instance fully complete each box and where possible, write your own control measures. Always keep your potential risks relevant to the work you are doing.

Trivial Risk

If yes then you do not need to fulfil any potential Risks / Hazards

Risk	Activity	Action
Moderate Risk	Manual Handling	Causing severe injury from mishandling heavy loads. Injury from incorrect lifting. Injury from dropping decking on limbs.
Tolerable Risk	Putting up and using Staging Flats	Injury caused by being struck by falling flats. Injury caused by tripping over support legs.

+

Add Hazard

+

Choose from List



Add Hazard

Search

Choose from List

Date of Activity

Location

Activity

Moving Stage Flats during Performance

Risk

Risk of Injury from dropping flats on limbs
Risk of injury from moving flats in low light
Risk of injury from flats being stored incorrectly side stage

Groups at risk

Public

Staff

Students

Crew

Cast

Prevention

Primary

Potential Outcome

Minor

Likelihood of Incident

Likely

Action

Wear correct footwear
Use transitional lighting rather than black out
Use bungee chord to secure stored flats in place

Risk Level

Tolerable Risk

Save

To Add your own Hazard, start by putting in the date you chose previous for your activity.

Add a description of the sub-activity.

List the potential **Risks/Hazards**. These are anything that has the potential to cause harm (example left).

Tick the **Groups at Risk**. Public only needs to be tickets for Imitation Weapons and for performances open to the public.

Choose **'Primary'** for prevention.

Choose the **Potential Outcome**. This ranges from minimal to major. For example, a hazard that could cause a bruise might be considered Minor, while anything that could cause life changing injuries or death would be considered Major.

There should almost **never be an instance where an activity with a potential Major outcome should take place**. If unsure, talk to the tech team.

Choose the **Likelihood of Incident**. This is the likelihood of the hazards causing the potential outcome if nothing has been put in place to prevent or mitigate it.

In **Action**, list all the things you would do to prevent the Potential Outcome, or to mitigate the harm cause if it were to happen.

Finally, choose the new **Risk Level**. This is a level of risk with all your Actions in place.

If you still believe that the risk level is Substantial or above, **the activity should not take place** until more Actions are put in place.

Click **save** to save it to your Risk Assessment.

Finally, **add your module/class tutor to the Request Approval tab**. Start to type their name, and some options should appear.

Agree to the the terms and conditions and click **Send**.

This RA has now been sent to that member of staff for approval.

7 Approval

Request Approval, please select an approval lecturer

TEST ACADEMIC

You need to read the Terms & Conditions then check the box before you can proceed

Terms & Conditions

Send



When making your booking, choose your new RA from the **dropdown menu**.

Add your module/class tutor to the Request Approval tab again.

Add in any details about your booking, including the activity that you plan to carry out. Eg. Rehearsal with Steel Deck.

Accept the Terms and Conditions and click **Confirm**.

Any bookings that require an RA, but do not have one, **may be refused**.

Booking Details

Associate Risk Assessment to this Booking

Use of Staging Flats - Your Name

New Risk Assessment

Request Approval, please select an approval lecturer

Test Academic

Picked Up By

Picked Up By

Booking Notes

Rehearsal with flats

Terms & Conditions

ROOM BOOKING RULES AND REGULATIONS

TIME LIMITS

Maximum time limits bookable by any individual/group of students working on one project:

Level 4 & 5 : 2 hours per day – 6 hours per week

Level 6: 3 hours per day - 9 hours per week

You need to read the Terms & Conditions then check the box before you can proceed

☒

Confirm

FINAL NOTES:

The next time you want to making a booking for the same activity, in the same module, you DO NOT need to attach another Risk Assessment. Just leave a note in the Booking Notes saying that you already have an approved RA for this activity and module. The Tech Team can then check this in the system.

The same activity but as part of a new module, with a new group, will need a new and approved RA. You can again use one of our templates, or Duplicate & Open one of your own previously used RAs and create one based off that.

For Imitation Weapons, a usage agreement will also need to be signed by you and your module/class tutor. Use of Imitation Weapons is a very risky activity so should be done sparingly. If you can rehearse without them, please try to for as long as you can.

For Filming in Public, please speak to your module/class tutor first about obtaining permission.

For any and all questions related to Risk Assessments, please contact the tech team at edrictheatre@lsbu.ac.uk