

Risk Assessment, Evaluation and Solution

Name of Assessor: Ian Hunt (Stage Manager)

Date: Sun 23rd March - Sat 29th March 2025

Activity: Dundee Scout Gang Show

Location: Whitehall Theatre, Dundee

Ref	Hazard / Hazards Identified and Associated Risk (How will the injury be caused)	Persons at Risk (Tick All That Apply)				Maximum Probable Loss (Choose 1 Only)					Child Safety	Likelihood Probability (Choose 1 Only)					Total Score	Urgency of Action
		Cast	Crew	Wardrobe	Public	Fatality (4)	Major Injury/ Permanent Disability (3)	3+ Days Hospital (2)	Minor (1)	Damage		5 Frequent	4 Probable	3 Possible	2 Remote	1 Improbable		
1	Construction		•						•	•				•			3	L
2	Loading Fly & LX Bars		•			•								•			12	H
3	LX Placement Above Auditorium	•	•	•			•							•			9	M
4	Working At Height		•			•							•				16	H
5	Access To Theatre	•	•	•							•			•			3	L
6	Safety & Evacuation	•	•	•		•								•			12	H
7	Child Safety	•	•	•							•			•			3	L
8	Electrical Equipment	•	•	•				•						•			6	M
9	Rostra	•	•					•				•					10	H
10	Flying Scenery	•	•			•						•					20	H
11	Hot Drinks	•	•	•					•				•				4	L
12	Confetti Cannons	•	•						•						•		2	L
13	"Flight Risk"	•							•		•			•			3	L

The Total score is Loss X Probability. Ten and above = High. Five to Nine = Medium. Zero to four = Low

Risk Assessment, Evaluation and Solution

Ref	Hazard / Hazards Identified and Associated Risk (How will the injury be caused)	Persons at Risk (Tick All That Apply)				Maximum Probable Loss (Choose 1 Only)					Child Safety	Likelihood Probability (Choose 1 Only)					Total Score	Urgency of Action
		Cast	Crew	Wardrobe	Public	Fatality (4)	Major Injury/ Permanent Disability (3)	3+ Days Hospital (2)	Minor (1)	Damage		5 Frequent	4 Probable	3 Possible	2 Remote	1 Improbable		
14	Slips Trips & Falls	•	•	•			•	•					•				8	M
15	Trapped Fingers In Doors	•	•	•				•					•				4	L

The Total score is Loss X Probability. Ten and above = High. Five to Nine = Medium. Zero to four = Low

Risk Assessment, Evaluation and Solution

Explanation and Measures to Quash Risk

1	Construction	This would only concern the building of the Rostra. Crew should take care not to place hands where trapping may occur.
2	Loading Fly & LX Bars	During the Get In & Get Out Fly Bars will be brought into working height to allow attachment of LX and Scenery. During this time the stage will be out of bounds to all bar Crew who are working on the stage
3	LX Placement Above Auditorium	It may be required to add or remove LX from the 2 bays above the auditorium. If this is to happen the seats below these bays must be kept clear.
4	Working At Height	This only concerns the shows Fly's Man and anyone who will be pulling out hems on bars 25H & 26H. These persons should take care in climbing ladders and ensure good spacing between each other. Once on the working platform the Trap Door's should be closed until which time the ladders are to be used.
5	Access To Theatre	Gang show will provide cover to man the stage door at all times. Each member of Cast and Crew will be provided with an ID badge which they will have to present when entering the Theatre. A register will also be taken of who is entering the building each night. Front of House Staff will man the door leading to the Auditorium. Access to Front of House will be restricted to key members of the Production Team.
6	Safety & Evacuation	There will be Safety and Evacuation briefings held at key points during the Get In and Dress Rehearsal. Crew, Dressers and Backstage Helpers will be briefed Sunday Morning when they arrive. The Cast will be briefed when they assemble in the afternoon.
7	Child Safety	Every Adult who is assisting with Gang Show will have either a valid PVG or completed the Occasional Helpers form. They will also be given information on Scouting's Child Safety Policy. Each Dressing Room will have adequate helpers to assist and look after the young members of the cast. Adults will be in place along the corridor to ensure safety to and from the stage. During Interval all cast members should remain in their Dressing Room or the Green Room to prevent obstruction in the corridors
8	Electrical Equipment	The cast have been told that electrical items which require power cannot be brought into the Theatre. Items used by the Gang Show Teams will be checked for condition.
9	Rostra	All parts of the Rostra and Scenery will be checked before hand. We will ensure that they are up to the task they have been designed for. During the Finale, where the Rostra is at its highest members of the Crew will be placed to ensure the members of the Cast are safely placed in position
10	Flying Scenery	Any items Gang Show produce to be hung on Fly's will be given a coat of FlamTard before use. All clothes have been sourced from Theatrical Hirers.
11	Hot Drinks	Hot Drinks must be kept in a cup or mug with a securing lid.
12	Confetti Cannons	Confetti Cannons will be placed down stage and only used during the Finale. Cast will be a good distance from the cannons. The Propulsion for the confetti is compressed air. No concern of burning or fire after discharge
13	Flight Risk	If we have a young member of cast who may be prone to attempting to leave the building advice should be sought from parents / guardians as to how likely it may be and the correct / preferred way to deal with the individual should it happen. Dressers of the dressing room they are in, Stage crew and Security should be briefed on the correct / preferred way of dealing with the young person
14	Slips Trips & Falls	Cast & Backstage team will be reminded about corridor etiquette. Cast are to stay in their dressing rooms unless they have been asked to go elsewhere. All will be reminded of the risks on any steps and stairs. Any spillage of drink or food is to be reported and cleaned right away.
15	Trapped Fingers In Doors	Cast & Backstage team will be reminded of the potential for injury due to fingers being caught in doors.