



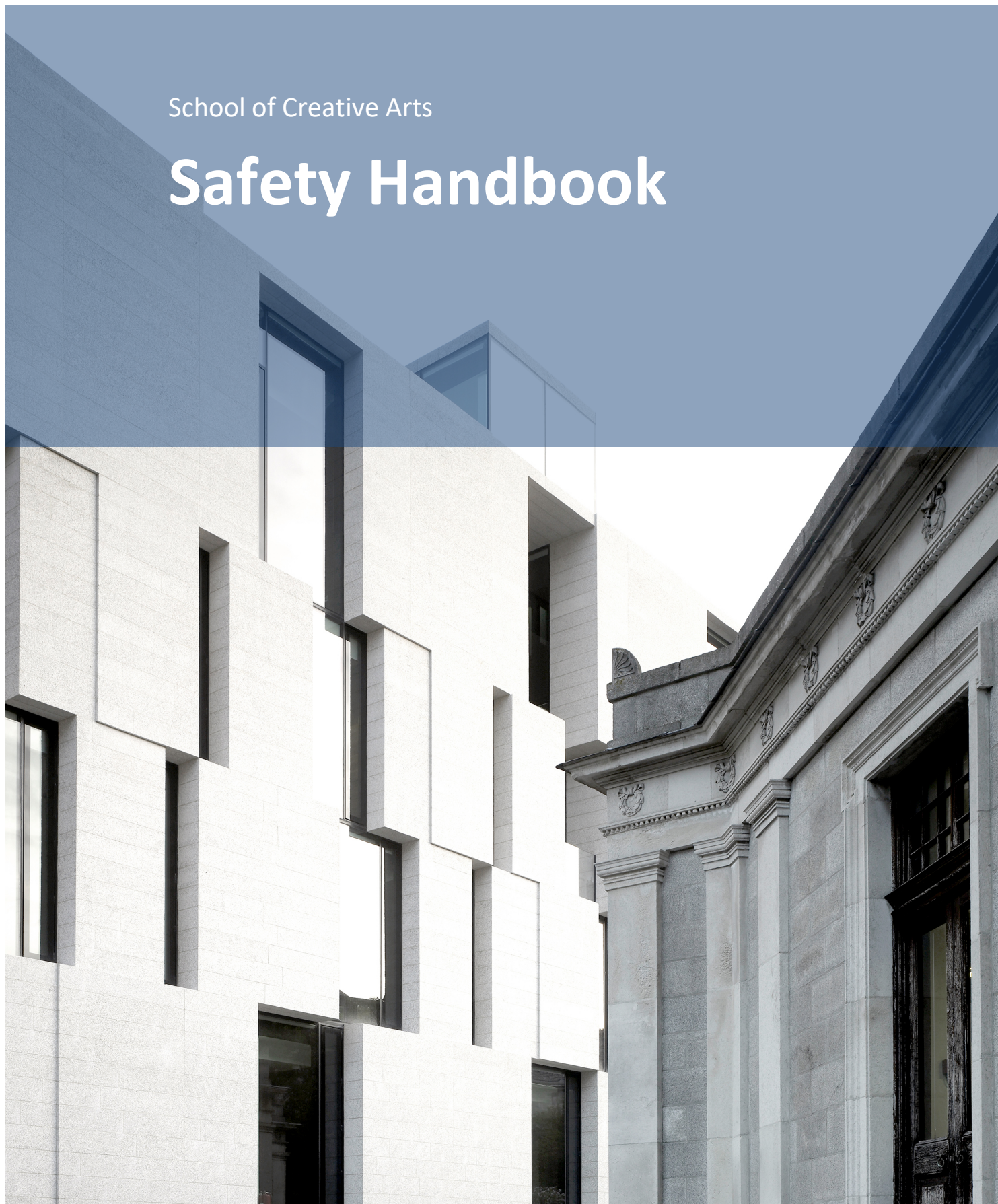
Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

School of Creative Arts

Safety Handbook



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General Introduction

The aim of this Handbook is to introduce health and safety working practices and procedures to staff, students and 3rd parties in the School of Creative Arts.

Name	Role	Location	Email	Ext.
Mr Michael Canney	School Safety Officer	Samuel Beckett Theatre	canneym@tcd.ie	2248
Prof. Matthew Causey	Head of School	Arts Technology Research Laboratory (ATRL)	causeym@tcd.ie	4920

The [Safety, Health and Welfare at Work Act 2005](#) requires that you take all precautions, as far as is reasonably practicable, to avoid endangering yourself or others by your activities. The Departmental Safety Statement and Codes of Practice for the Department are set out below and you must read, understand and abide by them. Students will be excluded from all laboratories and workshops until they have signed and returned the declaration. This School Safety Handbook supplements the College Safety Statement and College Policies, which are accessible on the web at <http://www.tcd.ie/estatesandfacilities/health-and-safety/>.

Emergency Details

In the event of an incident requiring emergency assistance, the fire/emergency services or medical assistance:

	Location	Extension	Contact number (mobile/international)
University Central Control Room	Front Gate	1999 (Emergency)	+ 353 1 896 1999
		1317	+ 353 1 896 1317

First Aid

During normal office hours emergency medical attention can be obtained from the [College Health Centre](#) by contacting + 353 1 8961591 or + 353 1 8961556. Should the medical services providers in the College Health Centre be unavailable then the emergency services can be contacted on extension 1999.

Fire procedures

ANY PERSON DISCOVERING FIRE:

1. Sound the alarm by breaking the nearest break glass unit
2. Ring Control Centre (ext. 1999) informing them that the alarm has been raised and in which area

ON HEARING THE FIRE ALARM:

1. Make your area safe (closing doors, switching off equipment)
2. Leave by your nearest available exit
3. Report to your designated assembly point

DO NOT TAKE ANY PERSONAL RISKS.

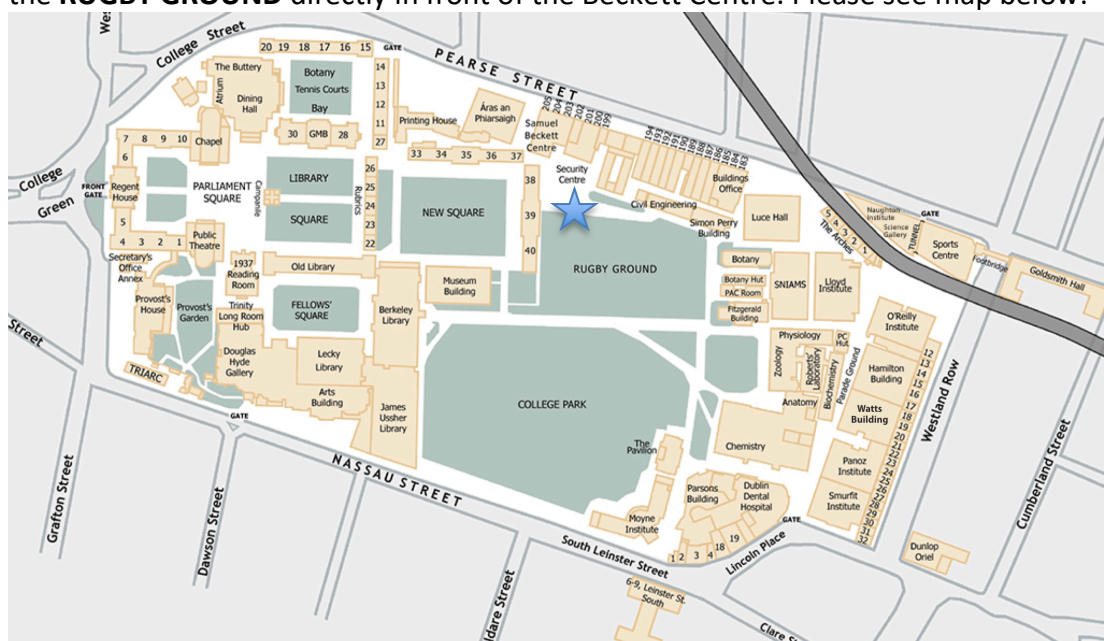
DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO BY THE SENIOR FIRE OFFICER OR OTHER AUTHORISED PERSON AND UNTIL THE FIRE ALARM HAS BEEN SWITCHED OFF.

DO NOT USE THE LIFTS.

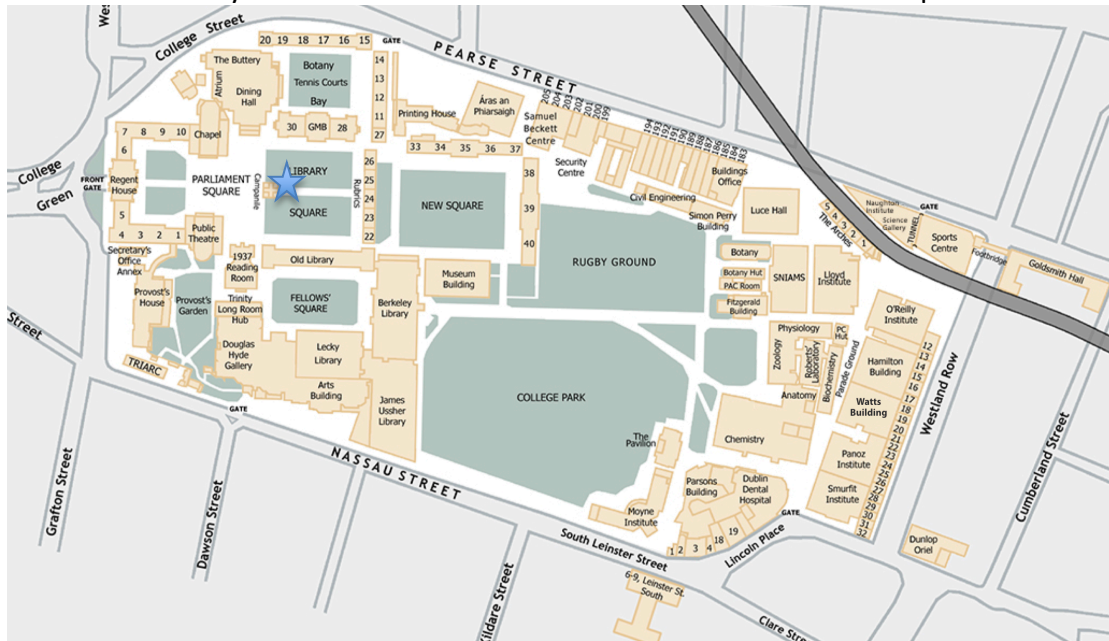
The fire alarm is a **continuous ringing bell**.

Fire Assembly Points

The Fire Assembly Point for both The Beckett Centre and 191 & 192 Pearse Street is the **RUGBY GROUND** directly in front of the Beckett Centre. Please see map below:



The Fire Assembly Point for House 5 is the **CAMPANILE**. Please see map below:



The Fire Assembly Point for Arts Technology Research Laboratory (ATRL) is the **behind the Tower** within the TTEC complex. Please see map below:



Statement of intent

The School recognises and will ensure compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, associated legislation made under the Act and the College Safety Statement and College Policies and Codes of Practice documents.

All reasonable steps will be taken to ensure that no person's health, safety or welfare is put at risk by, or as a result of the activities of the School.

Adequate resources will, as far as is reasonably practicable, be made available in relation to health, safety and welfare matters.

All affected will receive the necessary and up-to-date information, instruction and training. All will receive adequate levels of supervision for them to undertake activities in a safe manner.

Both proactive and reactive approaches towards health, safety and welfare will be taken.

Thorough consultation will take place with staff, Safety Representatives and student representatives on health, safety and welfare in order to ensure the effectiveness of this and the College Safety Statements.

This local Statement will be kept up to date through regular review and, if necessary, revision.

Objectives

By achieving all of the above the School will ensure that it meets its objectives for health, safety and welfare of:

- a) establishing a safe environment for all;
- b) establishing and maintaining safe working procedures for staff and students;
- c) encouraging health and safety as an integral part of work by all staff and students;
- d) developing and maintaining a safety consciousness and a safety culture in all within the School;
- e) conforming to the requirements laid down in the Safety, Health and Welfare at Work Act. 2005, any further provisions made under the Act, other applicable legislation and the College Safety Statement, College Policies and Codes of Practice documents.

Signed: _____
Head of School, School of Creative Arts

Date: _____

*This page must be signed by the Head of School. This gives the document ownership at the highest level.

Organisation and responsibilities

Health & Safety is the responsibility of everyone. Staff and students have a personal responsibility for the safety of themselves and others. Any potentially hazardous situation should be notified, without delay, to the Head of School or School Manager.

Specific responsibilities in the School are listed below:

Head of School

The Head is responsible for implementing the College Safety Statement and the School Safety Statement, so far as is reasonably practicable, within his/her area of responsibility.

The Head is responsible for the health, safety and welfare at work of all staff and students under his/her supervision, and those members of the public using the facilities under his/her control, or who may be affected by the School's activities.

The Head will ensure that premises, plant and equipment, and activities within his/her area of responsibility comply with current legislation and codes of practice.

The Head will ensure that policies, codes of practice, procedures and any other information necessary for the safe and healthy operation of his/her School are prepared, made available to his/her staff and students and are adhered to. These documents will be kept up to date by regular review and revised if no longer applicable.

The Head will ensure that adequate information, instruction, training, including induction training, and supervision are given to all staff and to all students within his/her area of responsibility.

The Head will ensure that suitable and sufficient assessments of risks created by activities within the School are undertaken as required by the Safety, Health and Welfare at Work Act, 2005 and associated regulations and that these risks are either removed or reduced to the lowest practicable level.

The Head will monitor activities within his/her area of responsibility and ensure the identification, reporting and as far as is reasonably practicable the rectification of hazards.

The Head will ensure accidents or dangerous occurrences within his/her area of responsibility are fully investigated, recorded and documented on the appropriate forms and any remedial measures identified are implemented. The Head will also ensure any accident that results in an employee being absent from normal duties for more than three days or any accident that results in a non-employee requiring medical attention is reported on the statutory form to the Health and Safety Authority.

He/she will ensure that safety and health are given the necessary consideration in all aspects of operations within his/her responsibility.

The Head will ensure that adequate protective clothing and equipment is available, and where identified worn and used, in compliance with the legal and policy requirements for all activities within his/her area of responsibility.

The Head will submit a report to the Faculty Safety Committee or other appropriate committee on health and safety matters within his/her area of responsibility at the end of each calendar year.

The Head will consult, either separately or collectively, with his/her staff, students and safety representatives on matters related to health, safety and welfare.

The responsibility for the health and safety of teaching and non-teaching staff, research workers, students and visitors in the School is vested in the Head. The Head may delegate to staff such duties - duly documented - as considered appropriate to assist in discharging his/her responsibilities. The Head must ensure that those staff have received the appropriate information, instruction and training and have the authority to undertake these duties.

Heads of Discipline

The Heads of Discipline are responsible for implementing the College Safety Statement and the School Safety Statement, so far as is reasonably practicable, within their areas of responsibility.

As the School of Creative Arts occupies numerous locations in Trinity, Heads of Discipline will advise the Head of School, either separately or collectively, on matters related to health, safety and welfare. Heads of Discipline will ensure any incidents that happen locally are documented on the appropriate forms and submitted to the School Safety Officer.

The Heads will monitor activities within their areas of responsibility and ensure the identification, reporting and as far as is reasonably practicable the rectification of hazards.

School Safety Officer

The Head of School has delegated responsibility for the implementation of this Safety Statement to the School Safety Officer. The current Safety Officer for the School of Creative Arts is Michael Canney, Technical Manager, Samuel Beckett Theatre, Ext. 2248.

Teaching Staff

Members of the teaching staff have a responsibility for students who work under their direction, and must satisfy themselves, so far as is reasonably practicable, that the equipment, materials and environment provided for their students' use are safe

when used in the manner specified, and that they and their students are aware of the potential hazards and risks associated with any piece of work, the precautions to be taken, and all relevant emergency procedures.

Members of the teaching staff have a responsibility to ensure that any activities which are taking place under their direction, instruction or supervision are subject to an adequate assessment of any risk involved and for putting in place any control measures they deem necessary to minimize such risk.

Technicians

Technical staff have specific responsibility for the maintenance of safe conditions and minimization of risk through assessment of the technical and public areas of the School. These areas include all corridors and classrooms within the Samuel Beckett Centre and the Samuel Beckett Theatre - comprising the stage level, the mezzanine and control room levels, the gantry level; the workshop/scene dock - the Basement, the Costume Room and the Technical Office. In addition, technical staff have responsibility for the maintenance of safe conditions in the School's ancillary studios and classrooms at 191 and 192 Pearse St.

Academic and administrative staff are responsible for 191/192 Pearse Street, ATRL and House 5 with advice to be provided in relation to safety issues on a regular basis from the School Safety Officer.

All Members of Staff

At all times members of staff must carry out their duties in accordance with the Safety, Health and Welfare at Work Act, 2005:

- a) to take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
- b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
- c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his/her use alone or for use by him/her in common with others) for securing his/her safety, health or welfare while at work; and
- d) to report to his/her employer or his/her immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which s/he becomes aware.

Staff must also:

- Be familiar with the College Safety Statement and the School Safety Statement and policy documents in so far as these are likely to affect activities

- Report (in accordance with University procedures) any incident, stating whether injury or damage resulted, as soon as is practicable to the School Safety Officer
 - Report as soon as is practicable any hazardous situation to their immediate supervisor and the School Safety Officer
- Ensure that they are familiar with all exit and fire exit routes for locations in which they are working, the location of firefighting equipment and the actions to take in the event of an emergency

Students

The School has a duty to ensure the health, safety and welfare of its students, so far as is reasonably practicable. Students are expected to cooperate by taking proper care for their own health and safety and the health and safety of others who may be affected by their acts or omissions.

Students have a duty of care to themselves and to others and are expected to follow any instructions in safe practices and procedures and ensure they do not intentionally or recklessly interfere or misuse equipment provided in the interest of health, safety and welfare.

Health and safety arrangements

This section of the School Safety Handbook details what arrangements for health, safety and welfare issues are in place locally within the School.

Information, instruction, training and supervision

Most Drama students undertake basic Technical Theatre Safety Classes. In the case of Single Honour Drama & Theatre students this takes place in their first year. Students also receive specific instruction from the technical staff before undertaking any task that has not been included in the basic training. The Technical Safety Class curriculum is periodically reviewed and amended to reflect any changes in the working and/or teaching environment.

The technical staff must be competent, from a Health and Safety perspective, to deal with all the eventualities they would ordinarily be expected to confront. Technical staff receive safety training in any new or amended equipment installed or purchased.

The School Safety Officer records the details of attendance at any Technical Staff Health and Safety Training.

Health and Safety information is communicated to staff and students through:

- Noticeboards
- Agreed procedures and practices approved at School Executive Committee
- Individual instruction where appropriate

No critical technical function/apparatus/task is to be undertaken by students or non-technical staff that might pose a safety risk. The only exception to this is during training and instruction, when the technical function/apparatus/task is either supervised directly or checked rigorously by the technical staff upon completion/before use.

Consultation

Safety is a standing agenda item on School Executive Committee and School Committee agendas with the School Safety Officer in attendance at both meetings. These meetings occur once a month during term time. Any matter relating to Health and Safety can be raised by Academic Staff, Student Representatives and/or Technical/Administrative Staff at these meetings.

Risk Assessments

Risk Assessments are undertaken primarily by the technical staff of the School. The College Safety Officer and other specialist advice will be sought for any assessment or control measure that is beyond the competence of the technical staff. New and improved control measures will be introduced and implemented in line with legislation and best practice. Control measures are to be implemented by adhering to the letter and the spirit of the Risk Assessment Document.

Risk assessments and their recommendations are recorded and kept in the Risk Assessment Document attached to the School Safety Handbook.

An Incident Book is kept by the technical staff to ensure the effectiveness of Risk Assessments and to ensure that these are continually updated and improved upon.

Risk Assessment Documents are reviewed and if necessary revised annually. Other revisions are made according to identification of new risks through continuous monitoring.

Inspection, testing and maintenance of work equipment

School technical staff are responsible for the arranging and/or undertaking the maintenance and testing of work equipment in the School. Technical staff are responsible for maintaining records of any maintenance and testing undertaken.

Accident/incident reporting and investigation

Incident Report Forms are available from the School Safety Officer.

The School Safety Officer undertakes the localised investigation of incidents. The School Safety Officer will seek to ensure measures are implemented to prevent recurrence.

The School Safety Officer will report all incidents leading, or potentially leading, to serious injury and/or death to the College Safety Officer and the Head of School. The Head of School will report same to the HAS as appropriate.

Fire Safety

The Head of School empowers Heads of Discipline to appoint local Fire Wardens.

Fire Warden	Location	Contact ext.
	Samuel Beckett Centre	
	191/192 Pearse Street	
	House 5	
	ATRL	1715

Fire Wardens ensure that all fire extinguishers are in their proper place and not interfered with, that corridors and exits are not obstructed and that regular fire drills are executed.

Safety Inspections

The School Safety Officer undertakes ongoing monitoring of Health and Safety issues within the School. Formalised Fire Safety inspections will be undertaken once a month by each of the Fire Wardens in their respective areas of responsibility. Findings will be communicated to the Head of School and recommendations made for resolving any problems as they arise.

A log of safety inspections will be kept. New risks or incidents will be recorded and control measures identified in the Risk Assessment Document.

Hazard reporting

Initially all hazards identified within the School should be reported to the School Safety Officer. If the hazard cannot be resolved by the technical staff or is not within their sphere of responsibility, it will be communicated to the Estates and Facilities Office.

Out of Hours Working

The School Safety Officer will determine when it is safe to undertake out of hours work. The primary determinants are fatigue and sufficient staffing levels.

Lone working is not permitted for any task that involves a high level of risk. The level of risk is to be determined by subjecting each instance of proposed lone working to a risk assessment. Under no circumstances is lone working by students permitted. The Theatre areas of the Samuel Beckett Centre (incl. gantries, basement and workshop) are out of bounds to all staff, students and visiting companies unless a member of the technical staff is on duty.

It is not necessary to inform campus security staff upon entering or leaving the Samuel Beckett Centre or the Pearse St. buildings. A sign-in / sign-out book is to be kept in order to capture the number of people in a building out-of-hours.

Management of work-related stress

Any potential causes of work-related stress should be communicated first to the Head of Discipline and then, as appropriate, to the Head of School. Workload management plans are discussed individually by Heads of Discipline with staff annually to try to actively manage work-related stress

Risk Assessment Documentation Appendix

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
ALL AREAS			The Head of School has overall responsibility for Health and Safety within his/her area as stated in the College Safety Statement. Day to day duties may be delegated to other individuals as listed in this document.	HoS
	Lack of safety management	High	The Head of School is responsible for appointing a School Safety Officer. Michael Canney has been appointed to this position.	HoS
			The Head of School is to appoint a deputy to act in Michael Canney's absence, to ensure the continuance of all relevant Health and Safety control measures. Colm Hackett has been duly appointed.	HoS
			Heads of Discipline are responsible for local buildings and must report safety issues to Head of School & School safety Officer. Heads of Department to appoint Departmental	HoDs
			The Head of School is to periodically review and monitor the School Safety Handbook. The Head of School is to carry out a risk assessment of all technical functions carried out by the School of Creative Arts.	HoS
			A copy of this document to be given to each member of staff and housed in local pages on School website.	School Safety Officer
			All accidents and dangerous occurrences are to be reported to the Head of Discipline, who is to forward the information to the School Safety Officer and Head of School.	HoDs
			As a preventative welfare measure, all technical and administrative staff are encouraged to attend a basic fire training session and the Occupational Health Clinic at the Student	HoS
			The School Safety Officer and deputy is to inform the Head of School of any problems implementing his/her respective Health and Safety duties.	Technical Staff
	Lack of consultation	High	Annual detailed review of this document at School Executive Committee Level.	HoS
	Lack of training	High	The School Safety Officer to itemise Health and Safety training needs and train relevant staff as appropriate.	School Safety Officer

Risk Assessment Document – School of Creative Arts

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
ALL AREAS	Arson & bomb threats	High	All staff to report suspicious packages or persons to the security centre ext. 1999 as soon as possible.	Building Users
			All staff are requested to challenge as far as is reasonably practical, any person unknown to staff or not in building on official business.	Building Users
			All staff to keep their offices locked when not in use. All staff to ensure that classrooms and studios are locked when not in use.	All Staff
	Slips trips & falls	Medium	Trailing cables are not to be left in any circulation routes as far as possible. Cables in circulation routes must be kept as short as possible and covered with a cable guard mat.	Technical Staff
			All plant and equipment to be arranged so that safe access egress and clear circulation routes are provided.	Technical Staff
			All items of disrepair to fixtures, fittings, flooring, stairs or fabric of the building are to be reported to the Head of School for repair as soon as possible.	Building Users
	Lack of First Aid personnel & facilities	High	At least one person within the building to be trained in First Aid.	HoS
			The first aid cabinet is kept fully stocked. These cabinets are located in the Workshop and Technical Office of the Beckett Centre; in the Dance Studio; and in the 192 Studio. In House 5/191 & 192 Pearse Street/ATRL please report to the administrator on duty.	Technical/admin Staff
	Work environment	High	All problems in implementing safe work practices are to be reported as soon as possible to the School Safety Officer.	All Staff
	Overcrowding	Medium	Fire Wardens are to ensure that areas do not become overcrowded.	Fire Wardens
	Fire	High	Fire Wardens carry out a weekly check of all buildings to ensure escape routes are not obstructed, and openable from the inside in the direction of escape.	Fire Wardens
			The Drama Departmental Fire Warden is to ensure that the Theatre, workshop and basement are, as far as possible, kept in a tidy manner, free of excess combustible items, and that fire doors are not left constantly wedged open.	Drama Fire Warden

Risk Assessment Document – School of Creative Arts

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
ALL AREAS	Fire		During fire alarm activations Fire Wardens are to assist in evacuation as far as possible and without putting themselves in any danger. The Head of Discipline/School is to deputise for the Fire Wardens listed during their absences.	Fire Wardens
			Fire Wardens are to visually check all relevant fire extinguishers, fire panels and that break glass unit keys are in place on a weekly basis. Any defects or faults found are to be rectified as soon as possible.	Fire Wardens
			Staff & students are reminded that fire exits, corridors access & egress routes are not to be obstructed by equipment, materials or tools.	Building Users
			Staff and students are reminded that the assembly point in the event of an evacuation is as per outlined in this document.	Building Users
			On hearing the fire alarm (a continuous ringing bell) staff are instructed to: 1- Leave the building with any visitors you are responsible for. 2- Go to the assembly point. 3- Re-enter only when the alarm is turned off.	Building Users
			On discovery of a fire staff are instructed to: 1- Raise the fire alarm. 2- Leave the building with any visitors you are responsible for. 3- Inform security centre on ext. 1999. 4- Go to the assembly point. 5- Re-enter only when the alarm is turned off.	Building Users
			No alterations or repairs to any electrical items fixtures or fittings. The School technical staff or appointed contractors only are to carry out any alterations or repairs.	Building Users
	Fire & electrical shock	High	All electrical items are to be periodically inspected as far as possible for any signs of damage or wear to cords flexes cables mouldings etc. Any defects are to be reported to	Technical Staff
			The use of extension leads, adaptors is to be minimised as far as possible. Electrical	Building Users
			All electrical items introduced into the School are to be tested for electrical integrity by the Technical Staff prior to use.	Technical Staff
			Open bar electrical fires are not to be used.	Building Users
			All electrical items to be turned off last thing at night, as far as possible.	Building Users
	Fire & passive	High	Smoking is prohibited in all School buildings.	Fire Wardens

Risk Assessment Document – School of Creative Arts

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
	Welding & Hot Work Permits	High	To be carried out in the open air or well-ventilated areas only. Cylinders are to be stored in the open air. Hot Work permits to be sought from Buildings Office in all instances where work is carried out internally.	Technical Staff
ALL AREAS	Housekeeping	High	All workshops, classrooms, material and equipment stores are to be kept clean tidy and free of excess combustible materials. Inaccessible areas are to paid special attention to.	Technical Staff
	Visitors to the building	Low	All visitors who are present in the building for more than a brief period, are to become the responsibility of the invitee. The invitee is to take charge of the visitor(s) in the event of an evacuation or if any specific procedures apply.	The Invitee
	Statutory Engineering Inspections	High	The Head of School to facilitate these as necessary.	
THEATRE & STUDIOS	Tallescope	High	Tallescope to be subjected to regular visual checks. Brakes and outriggers to be used at all times. Always to be used on a level unobstructed plane. Never to be extended above 7mts.	Technical Staff
	Lone working	High	Discouraged as far as possible and if necessary must be subject to a separate risk	Technical Staff
	Lighting Fixtures Falling	High	All fixtures to be securely attached to bar with appropriate clamp. All fixtures to be further secured to bar by means of safety chains/wires.	Technical Staff
	Chain Hoist malfunction	High	Chain hoists to be subjected to regular visual checks. Annual load rating to be undertaken and certified. Trussing or other loads to be independently secured by means of safety	Technical Staff
	Sets or scenery collapsing	High	All sets and scenery subject to safety check. Flats over 5mts to be fitted with safety ties. All incoming sets and scenery subject to safety check prior to fit-up and again after fit-up.	Technical Staff
	Late night working	High	Staff are to have access to a telephone or radio in the event of an emergency.	School Safety Officer
	Work environment	High	Adequate lighting must be present to allow the function to be carried out safely. The site must be clear, tidy, safe underfoot, free from electrical or chemical hazards as far as	Technical Staff
	Objects Falling from Height	High	Warning protocols to be observed. Gantries to be kept clear and tidy. Hard hats to be worn on stage when there is a clear danger of serious injury.	Technical Staff

Risk Assessment Document – School of Creative Arts

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
THEATRE & STUDIOS	Work at Height	High	Working at Height only to be undertaken by those qualified and competent to do so. Anyone using ladders or other height access equipment to be instructed prior to undertaking task. No lone working at height permitted.	Technical Staff
	Unguarded Seats & Rostra	High	In so far as it is practical all elevated platforms are to be fitted with safety rails.	Technical Staff
	Incoming Trussing causing incident	High	Only house technical staff are permitted to operate truss motors. Motors only to be operated when there is an unobstructed view of all the sections of truss being	Technical Staff
	Incorrect lifting & handling		All staff and students as far as possible to be trained in manual handling techniques.	School Safety Officer
THEATRE/WORKSHOP	Protruding Nails & sharps	High	Care to be taken to ensure all nails and screws are removed or blunted. Gloves to be worn when handling any waste timber. Regular sweeping of the floors.	Technical Staff
	Plant, equipment & machinery	High	No alterations, interference or use of any plant equipment or machinery unless authorised and suitably trained to do so.	Building Users
	Use of Chemicals	High	Staff or students are not to interfere with chemicals.	Building Users
	Use of Chemicals	High	Instructions supplied with all chemicals used during work are to be followed at all times. All chemicals used by the School of Drama will be subject to a risk assessment.	Technical Staff
	Workshop noise	High	Ear defenders to be worn at all times whilst operating woodworking machinery.	Workshop users
	Workshop/site personal protective	High	All personal protective equipment is provided and is required to be worn at all necessary times. Staff are reminded to follow instructions on correct use at all times and to report	Workshop users
	Workshop/site personal protective	High	All site staff to wear safety shoes. All impact grinding and welding work to be accompanied by the use of safety goggles.	Workshop users
	Workshop Dust & Flammable Materials	High	All waste sawdust to be cleared daily. All waste timber to be disposed of as soon as bins becomes full.	Workshop users

Risk Assessment Document – School of Creative Arts

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
THEATRE/WORKSHOP	Inventory of Chemicals	High	An inventory of all chemicals and quantities (including paints) to be compiled. All paints are stored in the Paint Cabinet.	Workshop users
	Use of Hand/ Power Tools	High	Only staff and students who have been instructed and competent in their correct use are permitted to use hand or power tools.	Workshop users
THEATRE/STAGE	Poor Visibility on Stage	High	Work lights to be placed backstage. All entrances and exits to be clearly marked and free of obstacles.	Technical Staff
	Prop/Scenery Malfunction	High	All props and scenery to be to be checked for safety prior to each performance.	Technical Staff
	Flying/Rigging Malfunction	High	All flying and rigging mechanisms to be installed by qualified and competent persons. All mechanisms to be teched rigorously during rehearsals and checked for safety prior to	Technical Staff
	Latecomers falling/tripping in	High	Latecomers to be ushered to their seats by a trained member of staff.	Front of House Staff
	Strobe Lighting	High	Warning signs to be placed prominently at entrances for all performances in which strobe effects are to be used.	Front of House Staff
	Aural Damage	Low	Sound effects during performances not to exceed limits as set down in legislation.	Technical Staff
	Emergency Evacuation	High	A safety announcement to be played or read out prior to all performances. This announcement to point out emergency exit routes and procedure in event of an emergency evacuation. Adequate ushering staff to be on duty.	Technical Staff
	Use of Pyrotechnics	High	Pyrotechnic effects to be set up and operated only by qualified persons. Suitable extinguishers to be located as close as possible to relevant equipment.	Technical Staff
	Unusual Seating Configurations	High	In the event that a new or unusual seating configuration is in place special care to be taken when ushering audience to seats and in specifying the evacuation procedure.	Front of House Staff

Risk Assessment Document – School of Creative Arts

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
ALL AREAS	Injury to Third Party or non-college staff	High	In the event of an injury to a member of the public or a visiting company an assessment of the injury to be made and appropriate medical action taken. Care must be taken to ensure the injured party has adequate care upon leaving the College. Name and contact details should be sought and where appropriate the injured party should be contacted subsequently. A detailed report of the incident to be submitted to the Head of School, School Safety Officer and College Safety Officer	School Safety Officer