

FIRE AND SAFETY RISK ASSESSMENT - DOVEHOUSE THEATRE

DATE Reviewed Nov 2023

EVENT. GENERAL

Hazard	Key areas	Those at risk	Control measures	Additional measures suggested
Working at height	Theatre	Technical staff visiting Technicians	Effective Training for staff. Well defined & implemented safety procedures. Provision of competent support staff at floor level.	ongoing training
Electric shock	Theatre Foyer Workshop Technical store Dance studio	Technical staff FOH staff Visiting companies Audience Teachers Pupils	Regular safety inspections of equipment PAT testing. Regular Maintenance of Equipment. Routine visual inspections. Quarantine area & markings for faulty equipment.	First aid training for staff warning signs near risk areas
Auditorium Seating	Theatre	Technical staff Audience	Effective training for staff. Well defined & implemented safety procedures.	Bi-annual manufacturers service
Electrical Fire	Theatre (dimmers, control point,) Foyer(bar) Workshop Technical store	Technical staff FOH staff Visiting companies Audience Teachers Pupils	Regular safety inspections of equipment Regular Maintenance of Equipment. Well defined & implemented safety procedures for powering up, using, and powering down equipment. Provision of Co2 extinguishers in Key areas. Safe distribution of power.	Basic fire fighting training for staff PAT testing
Non electrical fires	Anywhere	Technical staff FOH staff Visiting Companies Audience Teachers Pupils	Ensure all bins are emptied regularly. Enforce No Smoking pollicy Ensure all props and scenery are flame proofed. Quarantine area for flammable liquids. regular fire drills.	Basic fire fighting training for staff
Falling Objects	Theatre	Technical staff FOH staff	Ensure equipment have safety chains Regular safety inspections	additional safety hats made avail.

		Visiting Companies Audience Teachers Pupils	Provision of competent support staff when rigging wearing safety hats when rigging	
Cabling at floor level	Theatre	Technical staff FOH staff Visiting Companies Audience Teachers Pupils	Use trip mats Gaffa loose cables to wall/floor make all staff aware of potential hazard Re-route walkways Re-route cables whenever poss.	fit hanging points or cable trays
Spillages/ non toxic	Bar/Foyer	Audience FOH staff	Clean up any spillage immediately when not possible place a hazard sign and a member of staff next to it.	
Broken glass	Bar/Foyer Theatre auditorium	Audience FOH staff	clean up glass and any liquid safely rope off area with a member of staff until clear	encourage audience NOT to help double check a wider area when clear. make a public announcement, if a lot of glass.
Problematic/drunk customer	Bar/Foyer Theatre outside/carpark	Audience FOH staff Visiting companies Technical staff teachers/pupils	Separate the problematic patron from the incident or area Ask politely to stay calm Attract attention of manager Ask them to leave Call 999	Do role play in training.
scolds and burns	Bar/foyer Dressing rooms	Audience FOH staff Technicians Visiting companies	Run under cold water call for firstaid assistance Once all delt with record the incident.	Warning signs placed near hazardous areas names of first aider clearly shown
Cuts to the skin	anywhere	Audience FOH staff Technicians teachers/pupils	Dress the wound + apply pressure call for firstaid assistance if small - clean and dress with a plaster Once all delt with record the insident.	Ensure tools are stored corectly and maintained names of first aider clearly shown in all areas. Staff awareness to problem areas
evacuation during Un-staffed school	Auditorium/Foyer	Audience performers	Onsite training given to alocated fire Stewards.	Employ, at least, one trained member of dovehouse staff to be present

shows		teacher/pupils	Pre-show talk with the children regards evacuation procedures.	Walk all emergency routes
Smoke Detector covers	Auditorium Backstage corridor	Audience FOH staff Technicians Visiting companies	To prevent unnecessary evacuations The duty technician should isolate the smoke detectors in the key areas during events which use theatrical smoke/haze. Same technician to ensure the isolated detectors are reactivated after the event.	Make this part of the general routine