



Production General Risk Assessment

Implementing protective measures in Theatre, Events, Film & TV

All Wintershall CIO staff must adhere to the company policy for the organisation of an event, as published in the Handbook issued to staff, ensuring that permissions are in place and all preparation is done to the highest standards.

Due to the nature of an event, it is the responsibility of the Event Manager to ensure that a dynamic assessment takes place during build up, throughout the duration of the event and during breakdown time following the event. Any changes resulting in the escalation of either the Severity Rating or Probability Rating of an identified hazard is to be reported to an appropriate line manager @ Wintershall CIO. The severity and probability definitions relating to this document can be found on page 2 of this document.

This Risk Assessment was undertaken with prior knowledge of the event and licensed venue. It is assumed that all fire fighting equipment and first aid provision will be provided as dictated by a Dynamic Risk Assessment on-site at the time of the event. This Risk Assessment assumes the production will be supported by standard lighting and sound, with external scenes to the building.

Risk assessment forms part of the preventative measures used to minimise risk; however, events are never entirely risk free, and are supported by a reactive system, which can respond whenever incidents occur. Wintershall CIO have a duty rota in operation whilst events are in progress.

Wintershall CIO recognises that risk assessments are a fundamental tool for ensuring safety of events. They should however, not be viewed in isolation. Other documentation which should be considered, where applicable, includes;

- COVID Risk Assessment
- Contractors Method Statements
- Contractors Risk Assessments
- The Purple Guide <http://www.thepurpleguide.co.uk/>
- The eGuide (2021 edition) includes COVID-19 guidance

Risk Assessment written by Alex Ralls (AllRSM, TechIOSH) based on information provided.
Updated: Friday, 2 December 2022

Who may be harmed?

Name	Definition
Staff	Wintershall CIO staff and Contractors
Venue Staff	Venue Staff (volunteers etc.)
Actors	Actors
Public	Public
All	All categories listed above

RISK TOLERANCE

	6	5	4	3	2	1	
ALMOST CERTAIN	6	12	18	24	30	36	
VERY LIKELY	5	10	15	20	25	30	
LIKELY	4	8	12	16	20	24	
POSSIBLE	3	6	9	12	15	18	
VERY UNLIKELY	2	4	6	8	10	12	
UNFORESEEABLE	1	2	3	4	5	6	
	1	2	3	4	5	6	
							NEGLECTABLE
							MINOR
							MODERATE
							MAJOR
							CRITICAL
							CATASTROPHIC

LIKELIHOOD

SEVERITY

SEVERITY DEFINITIONS

NEGLECTABLE: May lead to a miscommunication, no foreseeable risk of harm or discomfort, no damage.
MINOR: Superficial injury, temporary discomfort or distress, minor property damage.
MODERATE: Cuts, grazes or other injury which require on-site first aid, moderate property damage.
MAJOR: Minor fractures, requires hospital treatment, absence from work for 3 days or more, major property damage. (RIDDOR)
CRITICAL: Major fractures, ill health leading to disability or reportable disease (RIDDOR), critical property damage, e.g. structural.
CATASTROPHIC: Amputations, fatality, life shortening illnesses, catastrophic property damage.

TO CALCULATE RISK SCORE:

First..... Assess the likelihood of the hazard occurring.
 Second..... Assess the severity of the hazard if it were to occur.
 Third..... Calculate risk score using the matrix to the left. This is done by reading from the box at the intersection between your chosen severity and likelihood figures.

RISK TOLERANCE:

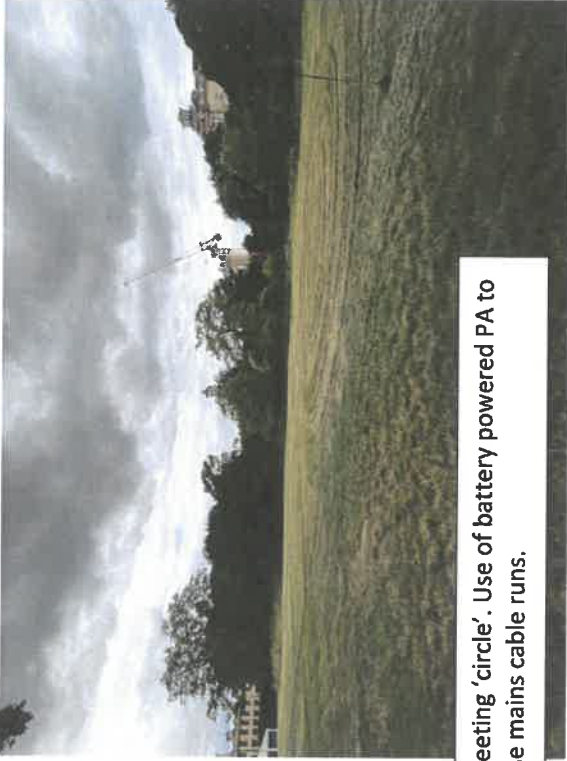
The Risk Tolerance is 9. Anything above this is deemed an unacceptable risk and appropriate control measures need to be applied in order to reduce the risk factor below 9.

LOCATIONS AND OVERVIEW OF SHOTS

Location 1: Lambeth Palace Gardens



- Show Pens
 - Extended night pen
 - Cast refreshment area
 - First Aid area
 - Toilets inc accessible
 - Borrowed benches
 - Festival Flags
 - Green table with Sound system underneath
- 1 The Sheep (+donkey night pen)
 - 2 Mary's House Existing structure
 - 3 The Wise man Existing structure
 - 4 The Donkey (day pen)
 - 5 Zechariah: Bell tent



Main meeting 'circle'. Use of battery powered PA to minimise mains cable runs.



2. Existing marquee structure – Mary's house and cast holding. Fire extinguishers required. Welfare provision – see below



3. Existing structure – structurally sound. Dressed with fairy lights and hay bales externally.



5. Erection of bell tent (>10m from adjacent tree roots). To be erected in accordance with instructions by competent persons

1. Sheep/Donkey pen – adjacent to open water (pond) – water rescue equipment immediately available. Erection of 3m x 3m gazebo – appropriately secured/weighted.

SUMMARY OF KEY RISKS AND CONTROLS

Transmission of COVID19 – To continue following ongoing government guidance <https://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>

Working at height - Use of ladders – staff should have existing training or be given toolbox talk. Ladders should be subject inspection prior to use and be undamaged, have all feet etc. Ladders should be appropriately stabilised by equipment designed for this task and footed where appropriate.

Use of Tools – Battery powered tools where possible. Competent persons using tools only. Tasks specific PPE where appropriate.

Manual Handling – Competent / experienced staff, adequate and experienced supervision. Use of wheeled dollies/sack barrows where possible. Equipment appropriately labelled if very heavy. Avoid lifting very heavy items by handles. Access and egress routes assessed before lifting/moving equipment.

Trips Slips and Falls– cables not run across walkways/occupied space or flown / ramped / taped. Good housekeeping, including equipment kept out of walkways. Architectural/environmental trip hazards marked in hi-vis tape or verbally briefed to staff.

Hazards adjacent to performance area (including pond) – Adequate lighting, production manager to check integrity of existing safety railings, briefing crew and cast. Spotting staff to assist any crew needing to walk backwards. Throwline present at all times adjacent to pond, no crew to work within 2m of water's edge.

Child welfare – Clear instructions to schools prior to event. Children to be supervised and remain in care of school staff at all times. Separate toilets available for use by children.

Use of Live Animals (Horses, Donkey, Sheep etc) – Ensure compliance with [The Animal Welfare \(Licensing of Activities Involving Animals\) Regulations 2018](#)

Wintershall CIO - Event Risk Assessment

General – Staff and Contractor Welfare

Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Manual Handling	Ergonomic Musculoskeletal injuries	Staff, venue staff and actors	3	3	9	<ul style="list-style-type: none"> All crew have been trained on the correct manual handling procedures for the equipment they are using All crew have correct skills, knowledge and experience to carry out their roles Where possible equipment is broken down into smaller lighter loads. The use of manual handling equipment is encouraged and includes the use of wheeled cases, trolleys and sack carts as well as vehicle mounted tail lifts. For larger and heavier items, crew are instructed to use a two person or team lift approach. Larger items that require assembling will be assembled at point of use Lifts over difficult terrain will be planned and assessed. Routes of access/egress will be walked by lifting staff prior to moving equipment 	2	3	6
Weather and Equipment	Adverse weather	All	3	2	6	<ul style="list-style-type: none"> Wintershall CIO Event Manager to have suitable adverse weather plans in place – existing marquee structure available for cast to use as Green room between groups. Wintershall CIO Event Manager to obtain weather forecast using all available sources of information. Wintershall CIO Event Manager to ensure appropriate clothing for the conditions. Wintershall CIO Event Manager must ensure adequate water is available at all times 	3	1	3
Health and Hygiene - Water	Illness	Staff, venue staff and actors	3	3	9	<ul style="list-style-type: none"> Wintershall CIO Event Manager to ensure that there is a healthy supply of fresh water (tested accordingly). Wintershall CIO Event Manager to brief team on available toilet facilities (3 x permanent toilets and 2 x Honeywagons) and if applicable personal hygiene. 	3	2	6
Health and Hygiene – First Aid	Lack of First Aid cover	All	2	3	6	<ul style="list-style-type: none"> At least one member of Wintershall CIO staff must hold a minimum of a three-day emergency first aid qualification. 	1	3	3

Security – Personal possessions	Loss of possessions/theft	Staff, venue staff and actors	4	2	8	<ul style="list-style-type: none"> Wintershall CIO staff to be discouraged to bring personal possessions to events. Production management will promote mental wellbeing and a supportive production Promote a positive culture of trust All personnel will be provided with access to support throughout the production Display mental health information and resources from recognised organisations in accessible areas Reduce stigma and discrimination around mental ill health within the Theatre environment Open-door policy to encourage communication Encourage positive and constructive conversation between all staff Create a procedure for staff to raise issues with the Production Management Investigate any issues raised and take appropriate action as soon as possible Mental Health First Aider available on-site if possible Reference https://www.mind.org.uk/information-support/a-z-mental-health/ 	2	2	4
Lack of mental health support available	Development of mental health difficulty or experience a worsening of an existing mental health issue	Staff, venue staff and actors	3	4	12	<ul style="list-style-type: none"> Wintershall CIO actively discourages the consumption of alcohol by any crew member. Strong leadership should be used to discourage any expectation or culture of routine drinking. 	1	3	3
Alcohol	Injury/accident	Staff, venue staff and actors	2	6	12	General – Staff Travel			
Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Vehicle use	RTI	Staff and drivers	3	5	15	<ul style="list-style-type: none"> Wintershall CIO Event Manager to ensure that the driver is sober and appears sufficiently competent, experienced or qualified enough to drive the vehicle. Ask to see paperwork of driver if appropriate. Wintershall CIO Event Manager and event staff must log their driving licence and insurance with the office prior to driving any vehicle. Wintershall CIO Event Manager to ensure that the vehicle has a generally sound appearance, has current MOT and insurance. Wintershall CIO Event Manager to ensure that there is sufficient tread on all tyres. 	2	4	8

									<ul style="list-style-type: none"> Wintershall CIO Event Manager to ensure that the lights work. Must not travel at night when advised that travel at night is not allowed. Wintershall CIO Event Manager to ensure that seat belts are used where provided. 		
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Venue/Site – Lambeth Palace

Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Venue familiarisation	Accident/Incident	All	2	3	6	<ul style="list-style-type: none"> Wintershall CIO Event Manager undertaken a site visit on 28th June 2022 Wintershall CIO Event Manager and staff must familiarise themselves with the facilities Emergency and Operating procedures, including but not limited to: Emergency Aid, Fire Evacuation and lost child/vulnerable person policy. Directional signage to be erected as necessary to ensure a clear route away from any anticipated building work taking place on the Palace 	1	3	3
Access to site (egress/ingress) – coach drop off	Accident	All	2	4	8	<ul style="list-style-type: none"> Coaches to drop school parties externally to the venue on public land – refer to individual transport company RAMS for further detail. Site is secure with 24/7 security personnel Entry and ticketing arrangements Site speed limit of 5mph enforced where Wintershall CIO vehicles are required to move 	1	4	8
Pedestrian movement from entry to Lambeth Palace and around the site	Accident/Incident	Public	3	4	12	<ul style="list-style-type: none"> Clearly established pedestrian footway established between coach drop off and performance venue ensuring clear separation from roadways/vehicle movement and any anticipated building work taking place on the Palace Warning signs to be erected where applicable hazards exist (i.e. pedestrian/traffic crossing points, steep or slippery ground etc) 	2	4	8
Accreditation	Theft/Damage/ Security risk to Palace	All	2	2	4	<ul style="list-style-type: none"> Lambeth Palace security requires the name of all personnel entering the site and registration at the main gate security on arrival. Schools to provide a full list of names attending prior to arrival. 	1	2	2

Fire Safety	Fire	All	2	5	10	<ul style="list-style-type: none"> Control over flammable liquids stored on site (such as oil for lamps etc) Adequate and appropriate fire extinguishers should be provided in accessible positions near to high-risk areas and in the pre-existing marquee Venue to comply with current OSHA and HSE legislation regarding workplace safety. To include DDA ramp access in to venue at 1:12 where applicable. Regular announcements regarding the conditions underfoot to be made. Awareness of visitors with sight impairment. 	1	4	4
Slips. Trips and falls	Accident	All	3	3	9	<ul style="list-style-type: none"> Alternative measures considered first (such as placing equipment lower, using other methods from ground of flying equipment etc) Competent and experienced crew only to use ladders. Ladders subject to visual inspection for damage prior to use Ladders only to be used on flat, level surfaces UNLESS using an appropriately designed levelling system in accordance with manufacturer's instructions. Ladders not to be used on staircases or near ledges. Ladders 'tied off' or braced where appropriate Ladders footed where appropriate No overextending or climbing above apex of ladder. If person using ladder is not comfortable – Stop and come back down. 	2	3	6
Working at Height Use of Ladders/Zarges etc during rig/derig	Falls from height, serious injury, head injury, spinal injury, death.	Crew	5	4	20	<ul style="list-style-type: none"> Lambeth Palace medical protocols to be followed Lambeth Palace security to be alerted in the event of a 999 call in order they may route the arriving resources appropriately. 	5	2	10
First Aid	Lack of	All	3	3	9	<ul style="list-style-type: none"> Lambeth Palace to provide appropriate waste management solutions, including for animal waste All animal faeces to be cleaned up immediately and disposed of in accordance with the above or removed from site. 	1	3	3
Waste Management	Fire/Illness and Accident	All	2	3	6		1	2	2

Performance (external)

Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Temporary structures (bell tents, Mary's house, speaker stands etc)	Tipping over/blowing over	All	3	4	12	<ul style="list-style-type: none"> Structures and stands all to be appropriately designed and weighted or staked into ground (NB – stakes may not be used within 10m of a tree) Structures (Bell tents, Mary's house etc) to be erected and secured by suitably qualified and experienced personnel. Barriers appropriate to the event and customer loading – post and rope, tape, lightweight, heras etc – to be used where considered necessary. 	2	3	6
Animals	Bites, distress to animal, infectious disease	All	3	5	15	<ul style="list-style-type: none"> RAMS and Insurance to be provided to Lambeth Palace for approval Ensure compliance with The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Awareness of best practice for handling of animals in theatre and performance spaces Appropriate arrangements in place, water and food available for all animals Nominated personnel to ensure any faeces is cleaned up efficiently and disposed of. Only experienced riders/hands to handle horses Donkeys, sheep etc all monitored by experienced personnel Hand sanitiser available adjacent to all animals where public may pet them. Warm water and soap available for handwashing on-site 	2	4	8
Wind	Structures, stands or flags blowing over	All	4	4	16	<ul style="list-style-type: none"> Structures (Bell tent, Mary's house etc) to be erected and secured by suitably qualified and experienced personnel and appropriately ballasted or secured External structures and stands to be dismantled and packed away before the event of strong wind and/or withdrawn from use. 	1	4	4
4.5m Feather flags adjacent to entrance/roadway	Falling/blowing over	All	2	5	10	<ul style="list-style-type: none"> Feather flags to be erected and secured by suitably qualified and experienced personnel and appropriately ballasted or secured Ground spikes not to be used unless a ground survey has taken place and/or venue has confirmed ground as being suitable and free of hazards. 	1	5	5

Hazard	Risk	Who is at Risk	Likelihood	Severity	Risk Score	Control Measure	Likelihood	Severity	Risk Score
Children (audience)	Failure to comply with Child protection guidelines	Visiting children	2	5	10	<ul style="list-style-type: none"> Child Protection Policy and DSP in place Schools advised that children must remain within the care of visiting adults. Site is safe and secure with entry/exit via controlled access gates Lost Child point (introduced during opening announcements), internal production communications, site lock down if required 	1	2	2
Electrical									
Cabling	Trip and step hazard	All	2	3	6	<ul style="list-style-type: none"> All cables to be buried, run at height or covered by ramps or mats 	1	3	3
Electrical equipment (such as urns, speakers, portable power packs etc)	Electrocution	All	2	6	12	<ul style="list-style-type: none"> All portable electrical equipment in date PAT testing Temporary electrical installations should be installed to BS7375 / BS7909 standards. Appropriately outdoor rated (IP rated) connectors and equipment to prevent water ingress must be used Battery powered or 110v tools to be used where possible. All equipment installed and operated by competent persons All electrical cables and equipment to be visually inspected for damage before connection. Extension leads should not be overloaded Any faulty or broken electrical equipment should be isolated. Power supplies must not be overloaded RCD / RCBO protection at point of final usage, noted on sign off if this is not possible. Wintershall site electrical systems installed and signed off by qualified electricians 	1	5	5
Electrical equipment	Fire	All	2	4	8	<ul style="list-style-type: none"> All circuits protected by MCB's to prevent overloading. RCD protection and all fittings positioned so as not to cause a fire risk 	1	4	4
Proximity to open water (pond) around garden edge (location 1)	Electrocution	All	3	4	12	<ul style="list-style-type: none"> Mains powered lighting units to remain a minimum of 2m from the waters/pond edge. Battery units to be used where closer light is required. 	3	2	6

