

**Assessment of:**      **Shall We Dance? Encore!**

**Event:**

**Venue:**              **TBC**

**Performance Date:**

Get-In:              5 hours  
Show:                45 minutes  
Get-Out:            3 hours  
(timescan vary dependant on venue, etc.)

**Version:**            **v1.2**  
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**Date:**                **5 April 2011**

### **Event Summary:**

'*Shall We Dance? Encore*' is an open air show inspired by the memories of local older people about dance and their dance partners in the heydays of ballroom dancing. Set on a portable bandstand and dance floor the 6 performers take the audience on a journey from the 1920s–1950s to the days when the intricate rituals of courtship were played out on the dance floors of village halls and grand ballrooms alike.

As one costume is peeled off to reveal another, the music races through the years gone by. Newly composed soundscapes entwined with old favourites and interspersed with recorded memories deliver a memorable soundtrack for a visual feast.

The show ends with an invitation for the audience to partake in partner dancing on the 'dance floor', which occurs at ground level.

### **Ragroof Theatre: General Policy Statement**

Ragroof Theatre acknowledges their responsibility to the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, students, visitors and members of the general public witnessing performances organised by Ragroof Theatre. This responsibility is an essential part of the duties of all members of the company, and in particular, those who act in a managerial or supervisory capacity. Health and Safety considerations are as important as all other operations that the company performs, and should run in unison with all other operations. The Company will seek to encourage employee participation in the formulation and implementation of safe working practices, and will be employing a Production Manager to oversee all Health and Safety aspects of the show.

The Company acknowledges its duties under, but not limited to, the following regulations:

- Health and Safety at Work Act 1974
- COSHH – Control of Substances Hazardous to Health
- Manual Handling Regulations Act 1992 (as amended 2002)
- RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences
- Management of Health and Safety at Work
- PPE – Personal Protective Equipment Regulations 1998 (as amended 2002)
- IEE Code of Practice for In-Service Inspection and Testing of Electrical Equipment (2008)

The Company also expects its employees to recognise their own individual duty under said legislation, and to take care of the health and safety of themselves, their colleagues and all other persons who may be affected by their acts or omissions.

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Severity	
1	Insignificant injury/damage
2	Minor injury or property damage
3	Moderate injury requiring attention, some residual damage to health and/or property
4	Major injury requiring at least 3 days recovery, serious damage to health and/or property
5	Fatality or major incapacity, destruction or loss of property

Likelihood	
1	Rare
2	Unlikely occurrence
3	Possible occurrence
4	Likely occurrence
5	Almost certain or near certain occurrence.

Residual Risk	
LOW (1-8)	Risk adequately managed. Improve if possible.
MEDIUM (9-16)	Serious accident possible. Rigorous control of activity required. Further control measures required.
HIGH (17-25)	Immediate action required. High probability of catastrophic incident. Immediate suspension of activity.

		Severity				
		1	2	3	4	5
Likelihood	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Activity	Hazards	Persons at Risk	Severity	Likelihood	Rating	Observations/Control Measures (Risk Management)	Residual Rating
<b>1. Event Management</b>							
1.1 Event Management						<p>Overall management of the event is the responsibility of the Event Presenters (and/or their appointed representatives), and as such falls outside the remit of these assessments.</p> <p>All those directly engaged by Ragroof Theatre for the show will be expected to co-operate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any site rules, evacuation, fire, procedures, etc., and not to interfere with any safety devices, practices or other provided in the interest of safety.</p>	N/A
1.2 At-Risk Audience Members	<ul style="list-style-type: none"> <li>▪ Children</li> <li>▪ Young Persons</li> <li>▪ Vulnerable children</li> <li>▪ Vulnerable adults</li> </ul>					<p>Overall management of the audience is the responsibility of the Event Presenters (and/or their appointed representatives), and as such falls outside the remit of these assessments.</p> <p>The Event Presenters are to ensure all children, young persons, vulnerable children (as defined in the Children's Act 2004 and amendments) and vulnerable adults (as defined in the Dept. of Health <i>No Secrets</i> documentation, 2000) to be accompanied by a parent or legal guardian at all times.</p>	N/A

2. The Site (incl. Site Services)							
2.1 Nature of Site	<ul style="list-style-type: none"> <li>▪ trips, slips, falls</li> <li>▪ Vehicle collision</li> <li>▪ Damage to site</li> <li>▪ Injury</li> </ul>	ALL	2	2	4	<p>Any elements introduced as part of the show will be done so with these particular risks in mind, and measures taken to ensure that any work carried out by the company does not expose anyone to potential obstacles, trip hazards, etc.</p> <p>The performance does not entail the audience moving around the site other than arrival/dispersal. If the performance is part of a wider festival/event, and if deemed necessary, the work area will be cordoned off using hazard tape and road pins (or similar) during the construction process, and access restricted to company staff only.</p> <p>Production Manager to inform all Ragroof Theatre staff of their requirement to co-operate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any site rules, evacuation, fire, procedures, etc., and not to interfere with any safety devices, practices or other provided in the interest of safety. Production Manager to liaise with the Event Presenters to ensure the company has details of all relevant procedures as well as other site services such as first aid provision.</p>	LOW
2.2 Management of Site Services – Electrical Supply						<p>Overall management of any temporary electrical supply is the responsibility of the Event Presenters (and/or their appointed representatives), and should have been assessed accordingly, and as such falls outside the remit of this assessment.</p> <p>All those directly engaged by Ragroof Theatre for the show will be expected to co-operate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any rules, or other given regarding the use of temporary electrical supplies in conjunction with the show, ie PA, power tools, and not to interfere with any safety devices, practices or other provided in the interest of safety.</p> <p>The assessment of risk associated with all electrical equipment brought onto site by Ragroof Theatre company staff is covered in sections 4.1 &amp; 4.7.</p>	N/A
2.3 Vehicular access	<ul style="list-style-type: none"> <li>▪ Vehicle collision</li> <li>▪ Damage to site</li> <li>▪ Injury to staff and public</li> </ul>	ALL	4	2	8	<p>Ragroof Theatre requires site vehicular access for two transit vans (or equivalent) in order to load-in/out. Vehicles do not need to be parked on-site once they have unloaded.</p> <p>If vehicles need to be driven off the public highway and onto footpaths or other pedestrian walkways, they will be driven at a slow walking pace and be marshalled in front by a member of the company to ensure the safety of the public and the site.</p> <p>Vehicle access routes to the site and parking to be agreed between Production Manager and Event Presenter beforehand.</p>	LOW

3. Fire							
3.1 General Fire Safety						<p>Overall management of the event, including general fire safety is the responsibility of the Event Presenters (and/or their appointed representatives), and as such falls outside the remit of these assessments.</p> <p>All those directly engaged by Ragroof Theatre for the show will be expected to co-operate with the Event Presenters (and/or their appointed representatives) at all times, and to abide by any site rules, evacuation, fire, procedures, etc., and not to interfere with any safety devices, practices or other provided in the interest of safety. Production Manager to liaise with the Event Presenters to ensure the company has details of all relevant procedures.</p>	N/A
3.2 Show-Specific Fire Safety	<ul style="list-style-type: none"> <li>▪ Injury</li> <li>▪ Material damage</li> <li>▪ Panic</li> <li>▪ Smoke inhalation/asphyxiation</li> </ul>	ALL	5	1	5	<p>The importance of maintaining clear fire exits at all times will be stressed continually to company members, particularly during get-in/get-out. Any risks that cannot be dealt with locally will be reported to the Event Presenters.</p> <ul style="list-style-type: none"> <li>• Event Presenters to supply a CO2 extinguisher, which will be sited with the company PA system at all times.</li> </ul> <p>With regards to set and scenery, all flame proofing, where deemed necessary, will be carried out using 'FLAMECHECK', (or similar equivalent product). Flamecheck has BS 5852 parts 2 and BS 5867 part 2 for both natural and synthetic product. Material Safety Data Sheet for this product available on request.</p> <p>The company Production Manager or Stage Manager will act as company Fire Officer, and the Fire Officer will be present on site at all times throughout the event.</p> <p>Combustibles to be kept to a minimum across the site during get-in/get-out.</p>	LOW

**4. The Show Elements**

<p>4.1 General Construction /Dismantling</p>	<ul style="list-style-type: none"> <li>▪ Injury</li> <li>▪ Adverse weather</li> <li>▪ Slips, trips, falls</li> <li>▪ Material damage</li> <li>▪ Fatigue</li> <li>▪ Low-light</li> </ul>	<p>PERFORMERS                  CONTRACTORS                  STAFF</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>The get-in/get-out will be overseen by the company's Production Manager. If deemed necessary the work area will be cordoned off using hazard tape and road pins(or similar) during the construction process, and access restricted to staff only. Special care will be taken with regard to the sensitive nature of the venue, i.e. lawns, plants &amp; structures.</p> <p>Set-up and dismantling of scenery and technical equipment will be carried out by experienced personnel, using appropriate procedures, tools and PPE. The only tools needed in the construction of the set are hand-held adjustable spanners, ratchets and screwdrivers. All staff involved in the set-up and dismantling of scenery will be given work gloves and be required to wear sturdy, flat-soled, full-covering footwear, the recommendation being work boots or their equivalent.</p> <p>Two electric drills will be brought onto site – one battery powered, one mains powered – in case additional bolt holds are required. Only experienced company members will use either item, with all work being overseen by the Production Manager. Eye protection will be issued and required for work involving power tools.</p> <p>In the case of adverse weather during the construction of the set, no self-standing or unsupported elements will be left erected, and all backcloths, curtaining and <i>mise-en-scène</i> will be removed. All steps leading up onto the raised stage area will be removed and the area around the set cordoned off using hazard tape. No set construction or dismantling will be undertaken during adverse weather, the final say being with the Production Manager.</p> <p>The importance of minimising potential hazards at all times will be stressed continually to all, e.g. set, scenery and/or equipment will be suitably placed to minimise the risk of trip hazards.</p> <p>Suitable refreshments to be made available throughout. If get-in or get-out is to take place in hours of darkness, then working lights will be requested from Event Presenters.</p> <p>Production Manager and all company staff to make regular inspections of all equipment, tools, vehicles, etc., to ensure they are fit for use; regular maintenance to be carried out as necessary.</p>	<p>LOW</p>
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<p>4.2 Working at height – Ladders</p>	<ul style="list-style-type: none"> <li>▪ Injury caused falls from height</li> <li>▪ Injury caused by object falling from height</li> </ul>	<p>STAFF</p>	<p>3</p>	<p>2</p>	<p>6</p>	<p>It may be necessary to use a ladder to complete the construction of the set. Only aluminium 7-tread stepladder will be used during the construction of the bandstand, conforming to and marked either Class 1 Industrial or BS EN131 safety standards.</p> <p>All work on a ladder will be short-term (under 30 minutes) and require no heavy lifting or strenuous exertion.</p> <p>Following measures to be implemented:</p> <ul style="list-style-type: none"> <li>• Ensure ladder is safest means of access given work to be done and height to be climbed</li> <li>• Location needs to be checked for suitability, i.e. ground conditions, pedestrians, vehicles in vicinity of work area</li> <li>• Ladder need to be stable to use, properly erected, and if unable to be tied off, then suitably footed by work colleague at all times</li> <li>• Ladders will not be used in strong winds</li> <li>• Work activity must be carefully considered. Overreaching to be eliminated and care taken with tools and other items to be used whilst on the ladder</li> <li>• Three points of contact must be maintained with the ladder at all times whilst working upon it</li> <li>• Care to be taken with overhead power cables and other overhead obstacles</li> <li>• The area immediately below and around the ladder to be kept clear at all times of objects and personnel</li> <li>• Only competent personnel to use ladders, who are comfortable doing so</li> <li>• Ladders should be regularly inspected for signs of defect, and if not fit for use, immediately and effectively removed from use</li> <li>• Production Manger to oversee all work carried out using ladders, and to stop immediately any unsafe practices</li> </ul>	<p>LOW</p>
<p>4.3 Raised Stage</p>	<ul style="list-style-type: none"> <li>▪ Injury</li> <li>▪ Damage</li> <li>▪ Collapse</li> <li>▪ Slips, trips, falls</li> </ul>	<p>ALL</p>	<p>2</p>	<p>1</p>	<p>2</p>	<p>The main performance takes place on a 6mx5.8m stage. This is to be constructed from LitestructuresLiteDeck sections, erected at a height of 1m. Full technical specifications of the staging can be found at <a href="http://www.litestructures.co.uk/litedeck_tech.htm">http://www.litestructures.co.uk/litedeck_tech.htm</a>.</p> <p>Where required, 100mmx100mm x 8mm plywood plates are to be used to prevent the steel legs subsiding, if the structure is not on solid ground. Ground conditions to be checked prior to ensure suitability for construction of stage.</p> <p>Stage to be level, and correctly bolted to together, all edges clearly marked, and is to be signed off by Production Manager prior to any further set being placed upon it.</p>	

4.4 Bandstand	<ul style="list-style-type: none"> <li>▪ Injury</li> <li>▪ Damage</li> <li>▪ Collapse</li> <li>▪ Slips, trips, falls</li> </ul>	STAFF	2	1	2	<p>The 'bandstand' has been constructed in component parts, with final assembly very much in mind. Paul Harrington, who has a long established and respected track record of creating large-scale theatrical props, has created the bandstand. This has been constructed from welded mild steel, and is designed to be securely attached to the stage with the use of M8 steel bolts.</p> <p>Erection of bandstand will not be permitted until Production Manager has signed off stage.</p> <p>The bandstand has been assessed for wind loading:                  - suitable for use in complete form in light to moderate breeze (0 to 4 Beaufort scale)                  - suitable for use minus backdrop in fresh breeze to near gale(5 to 7 Beaufort Scale)                  - unsuitable for use in gale (8 to 12 Beaufort Scale)</p> <p>Set-up and dismantling of stage will be carried out by experienced personnel, using appropriate procedures, tools and PPE, as defined in section 4.1.</p>	
4.5 Dance Floor	<ul style="list-style-type: none"> <li>▪ Injury</li> <li>▪ Damage</li> <li>▪ Collapse</li> <li>▪ Slips, trips, falls</li> </ul>	ALL	2	2	4	<p>Ragroof hire a 30ft x 18ft dance floor from a reputable company with whom we have a longstanding relationship. The hire company will provide their own documentation to cover the safety of the dance floor.</p> <p>The dance floor to be installed in consultation with Ragroof and the Event Presenters to ensure its location is safe for installation to be carried out and performance to occur. If deemed necessary the work area will be cordoned off using hazard tape and road pins(or similar) during the construction process, and access restricted to staff only. Special care will be taken with regard to the sensitive nature of the venue, i.e. lawns, plants &amp; structures.</p> <p>Set-up and dismantling of dance floor will be carried out by experienced personnel, using appropriate procedures, tools and PPE, as defined in section 4.1.</p> <p>The audience are invited onto the dance floor at the end of the show. The performers and event staff will be on hand to ensure it doesn't get overcrowded and to respond if any incidents were they to occur. In wet conditions, the Production Manager will decide whether to curb this section to avoid possible slips.</p>	LOW
4.6 Manual Handling	<ul style="list-style-type: none"> <li>▪ Injury</li> </ul>	PERFORMERS CONTRACTORS STAFF	2	2	4	<p>All event personnel are expected to have been instructed in correct manual handling procedures. Due care will be taken with an emphasis on moving at speed, under relatively strict time conditions, with heavy equipment that may be slippery owing to the outdoor environment.</p> <p>Suitable PPE will be issued where appropriate, e.g. work gloves. Some work wear will be made mandatory when appropriate, including, but not exclusively, closed work shoes/boots for event crew.</p>	LOW

<p>4.7 Electric equipment – PA system and tools</p>	<ul style="list-style-type: none"> <li>▪ Electrical fault/shock</li> <li>▪ Fire</li> </ul>	<p>STAFF</p>	<p>3</p>	<p>1</p>	<p>3</p>	<p>Ragroof Theatre supplies their own PA system and laptop for use in the show, and their own electric power tools, as defined in section 4.1.</p> <p>There are three major identified risks involved with the use of electrical equipment during this event:</p> <ol style="list-style-type: none"> <li>1) The safety of the actual equipment itself in terms of electrocution and fire risk;</li> <li>2) Any danger posed by the location of electrical equipment within the event site;</li> <li>3) The danger posed by associated cables.</li> </ol> <ul style="list-style-type: none"> <li>• All electrical equipment used for this installation conforms to current H&amp;S standards. At a minimum this extends to a thorough visual inspection of the equipment in terms of condition of cabling, plug, equipment, housing, etc., at each use.</li> <li>• All equipment is annually PAT tested in line with IEE code of practice</li> <li>• Any equipment that is deemed to be damaged, or unsafe, will be immediately taken out of use until it is suitably repaired or replaced. Awareness also extends to any possible overloading of electrical sockets, which could cause a potential fire risk</li> <li>• The source will be protected with an RCD, and make use of a single span cable from source to output. This cable will be of a suitable rating for the use intended, and suitable rubber matting to be used where the cable would otherwise be unprotected from pedestrian traffic</li> <li>• A CO2 extinguisher will be sited besides any temporary electrical installations used</li> <li>• Electrical equipment and installation should be adequately protected from unauthorised or accidental interference/damage</li> <li>• Event Production Manager to make final decision as to the safe use of the equipment</li> <li>• All electrical equipment to be suitably covered in the event that it rains. For this show, the PA is sited within a rain-proof gazebo</li> <li>• PA to be rigged and operated by an experienced, competent operator</li> </ul>	<p>LOW</p>
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**5. The Weather**

5.1 Inclement Weather	<ul style="list-style-type: none"> <li>▪ Foul weather</li> <li>▪ Hot weather</li> <li>▪ Hypothermia</li> <li>▪ Sunstroke/burn</li> <li>▪ Damage to property</li> </ul>	ALL	3	4	12	<p><b>Foul Weather</b>                  As the event is taking place outdoors there is a fair chance that it may be subject to foul weather.</p> <p>The company's policy is as follows:                  "Given that the event is a one-off occasion and cannot be rescheduled then it will proceed AS LONG AS IT IS DEEMED SAFE TO DO SO, regardless of the weather."</p> <p>Given certain weather conditions, certain elements of the show may have to be curbed or cut altogether, e.g. PA in driving rain, etc. On the day of the event, the event will not go ahead if weather conditions dictate that it is either not safe to do so, or simply undesirable to do so.</p> <p>The bandstand has been assessed for wind loading:</p> <ul style="list-style-type: none"> <li>- Suitable for use in complete form in light to moderate breeze (0 to 4 Beaufort scale)</li> <li>- Suitable for use minus backdrop in fresh breeze to near gale(5 to 7 Beaufort Scale)</li> <li>- Unsuitable for use in gale (8 to 12 Beaufort Scale)</li> </ul> <p>In the event of predicted rain, the dance floor will be covered with a weatherproof protective sheet to prevent it from becoming slippery. Audience members will be reminded by event staff to be careful due to increased risk of slips and falls.</p> <p>In the event of foul weather, Production Manager to liaise with the performers to assess whether particular sections are curbed or cut, especially aerial, balance dance where there is a higher risk of injury due to falls and slips.</p> <p><b>Hot Weather</b>                  The weather will also be monitored in terms of potential hot weather. If such weather is potentially forecasted then measures will be taken, including, at a minimum, ensuring that a plentiful supply of suitable liquids/sun cream are available for all company members. Regular breaks to be given, and shelter from the sun to be provided.</p> <p>Company members to remain vigilant to potential problems with the audience, particularly the elderly.</p>	MED
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<b>6. Welfare Services</b>							
6.1 Toilets	<ul style="list-style-type: none"> <li>▪ Insufficient facilities</li> <li>▪ Poor hygiene</li> <li>▪ Public urination</li> </ul>	STAFF	1	1	1	Production Manager to ensure suitable facilities are available on site for all company members.  Event Presenters to ensure suitable toilet facilities are available for the public, based upon expected audience numbers.	LOW
6.2 Breaks	<ul style="list-style-type: none"> <li>▪ Exhaustion/fatigue</li> <li>▪ Hunger/thirst</li> <li>▪ Injury</li> </ul>	STAFF	2	1	2	Production Manager to schedule regular breaks and provide plentiful supply of water and refreshments. To ensure suitable facilities are available.	LOW
6.3 Security	<ul style="list-style-type: none"> <li>▪ Theft</li> <li>▪ Violence</li> <li>▪ Material Damage</li> </ul>	STAFF PERFORMERS	3	1	3	Event Presenters to provide security and stewarding to ensure company members remain safe throughout time on site and to ensure set and equipment safe.  Company staff and performers to be reminded to keep all valuables on them, or in a secure location, at all times.	LOW