

RISK ASSESSMENT FORM – Drama Dept.

Location / Organisation / School	
Eggar's School Drama Department	
What is the Activity / Task / Procedure	
Various	

Who is at Risk	
Students, Staff, Members of the Public	

Hazard	
1. Lifting of heavy equipment such as staging and large set items	
Risk: Muscle injury whilst lifting or carried items falling could cause injury.	
2. Moving of heavy equipment such as staging and large set items	
Risk: Carried items falling could cause injury or limbs becoming trapped, person slips or falls, causing injury to self or others	
3. Trailing wires in the classroom from lighting/ sound equipment and laptops	
Risk: Trip and fall causing injury	
4. Lifting, using and moving of chairs in the drama studio	
Risk: Muscle injury whilst lifting, carried items falling or students falling onto/off could cause injury or trapping of limbs	
5. Use of stage lighting and sound equipment	
Risk: shock	
6. Use of lighting equipment and movement around the area	
Risk: Falling items could cause injury and the heat of the lanterns causing burning.	
7. Use of staging during performances and concerts	
Risk: Students falling or tripping during use of staging or entrances and exits	
8. Use of class staging	
Risk: Students falling or tripping during use of staging or entrances and exits	
9. Use and storing within the bag and coat area	
Risk: Students falling or tripping during rehearsal time	
10. Movement of students and staff safely during practical activities	
Risk: Students falling or tripping during rehearsals or harming one another.	
11. Use of stage lighting and sound equipment in the main hall	
Risk: Shock and risk of lights falling from rigging	
12. Rigging lighting and sound equipment in the main hall	

Risk: electrocution and risk of lights falling from rigging and staff falling from height

13. Putting up of staging in the main hall

Risk: trapped limbs causing injury

14. Use of makeup equipment in class and performance – NO Use of school / shared makeup or equipment due to COVID 19 risk of infection

Risk: allergic reaction and make up in eyes

15. Using step stool

Risk – Falling causing injury.

16. Removing items (class textbook boxes) from shelving in store cupboard/ bookshelf LIMIT this use to set texts due to COVID 19 Risk

Risk – Item falls causing injury.

17. Use of chanting, shouting and singing

Risk – Infection due to transmission of COVID 19

18. Use of physical contact and close proximity – MASKS must be work except for during a performance

Risk – Infection due to transmission of COVID 19

19. Use of props

Risk – Infection due to transmission of COVID 19

20. Participation in performances

Risk – Infection due to transmission of COVID 19

Control Measures Required

1. Lifting of heavy equipment such as staging and large set items

Staff: Ensure members of staff are appropriately trained for lifting. All have attended basic moving and handling training in whole school setting. Avoid lifting heavy items single handed, getting help where needed.

Student: Where pupils are expected to lift heavy equipment, staff to show correct lifting technique and monitor.

Teacher to supervise all lifting activities by pupils.

Assessor's Comment: It has been advised that key curriculum areas attend advanced moving and handling training course.

JC – Attended Feb 2017

2. Moving of heavy equipment such as staging and large set items

Staff: Ensure members of staff are appropriately trained/ guided for moving the staging/ equipment. All staff have attended the basic moving and handling training in whole school setting.

Student: Clear guidelines of 2 students per piece of staging and clear routes given in class or through to hall to support safe handling.

Assessor's Comment: When moving a large quantity of the staging as a team, more guidance and time is given.

JC – Attended Feb 2017

3. Trailing wires in the classroom from lighting/ sound equipment and laptops

Staff: Teacher and staff to ensure all leads are safely tucked underneath matting provided in the drama studio or taped down, if trailing across the room. Ensure sound and lighting equipment leads are tucked near the desk provided.

Student: Students made aware of leads that are exposed if an activity requires it (minimal class movement happening at this time).

Members of the Public: Members of the public are made aware of leads that are exposed if an activity requires it.

Assessor's Comment: Awareness of leads during open evenings when members of the public enter the classroom.

4. Lifting, using and moving of chairs in the drama studio.

Staff: Ensure members of staff are appropriately trained for lifting. All have attended moving and handling training in whole school setting.

Storage of chairs in set area and calmly and carefully placed back in place.

Student: Clear guidelines to when moving chairs in a certain area, students are controlled and sensible.

Students aware of not placing chairs too close to one another to avoid trapping fingers/ legs.

Students clearly guided to not leave stools out in the room when not using them as they provide a trip hazard in rehearsal.

Students are reminded not to stand on stools and only to use them in a safe manner in rehearsals and performances

5. Use of stage lighting and sound equipment

Staff: Members of staff using the lighting in class have been given guidelines on how to use the lighting equipment

Equipment is PAT tested

Power to lighting controlled by a key and an emergency stop button is available in DS1.

Curtains are to be placed at least 10cm away from the back of light to avoid fire hazard/ smoke damage to curtains.

Student: Students taught clearly in lessons how to use the lighting and sound equipment, which is supervised by the teacher. Only 1 or 2 students to be allowed to operate the desk at any one time.

6. Use of lighting equipment and movement around the area

Staff: Members of staff have been given guidelines on how to use the lighting equipment in class. All lighting to be clamped and a safety wire must be in place when secured to the rig.

Students taught clearly in lessons how to use the lighting equipment, which is supervised by the teacher.

Lighting bridges must be carefully raised with two members of staff and the legs must be covered yellow and black tape with students alerted to the risk of tripping on the legs

Student: Students have been shown how to move the angle of the lighting, avoiding the lantern itself so no burn risk.

Students to not rehearse near the lighting rig to avoid trip hazard of the legs. Lighting is in designated and non- moveable area to help reduce risk as well.

Assessor's Comment: 2x pairs of gloves to be bought to help reduce burning risk from hot lanterns further, these can also be used in the lighting area in the hall.

Lighting to be replaced by ceiling lighting to eliminate risk of tripping.

7. Use of staging during performances and concerts

Staff: If stage lighting is used, no student is to exit the stage during a blackout

Stairs are bolted to the stage to aid safe exiting by the Site team

Staff to ensure the staging is big enough to hold the number of students and equipment being used.

Staging is pushed to the back of the hall or a coloured tape is used to show the potential falling points to students.

Student: Staff clearly guide the students on the procedures of entering and exiting the stage. An order is given, and a route is clearly displayed.

Assessor's Comment: During large performances, extra time in rehearsals is given to this procedure.

8. Use of class staging

Staff: Staff clearly guide the students on the procedures of entering and exiting the stage safely.

Students with teacher assistance if needed create an order and route for entering and exiting the staging.

If stage lighting is used, no student is to exit the stage during a blackout

Tape steps with yellow and black tape to help safety

Student: Staging to not be built higher than 1x large and 1x small on top of each other to avoid high falling risk.

Students to not use or be on staging if teacher is not present in the room.

Students with teacher assistance if needed create an order and route for entering and exiting the staging.

If stage lighting is used, no student is to exit the stage during a blackout

9. Use and storing within the bag and coat area

Staff: Staff clearly guide the students on the procedures of safe storing of bags and coats in corridor

Carefully check that any trailing handles or coats are not a trip hazard or are not placed in front of fire escapes.

Student: Students reminded if bags are in the studio space to be careful and ensure these are not placed in front of fire escapes (1 metre away)

10. Movement of students and staff safely during practical activities

Staff: Staff set out clear rehearsal areas within the room, which are not to be misused by crossing the room unnecessarily

Student: Students are told the Drama rules and A= Awareness which is spatial awareness in the room when acting.

Students are not to run in the room unless teacher has requested (only ½ class participating at a time)

11. Use of stage lighting and sound equipment in the main hall

Staff: Members of staff have been given guidelines on how to use the lighting equipment in the hall.

Staff do not try and fix problems with the lighting, Site team contacted or professional companies

Equipment is PAT tested

Staff member identifies any loose or technical problems with the Site team if they occur and log onto the system and discontinue use in class.

Staff to ensure all lights are fixed with safety chains to ensure none can fall on the audience

Staff to be aware of any noise orders or levels of safe sound use to limit damage to equipment or complaints from the public

Student: Selected and trained students are used to operate the lighting and sound from the board.

Students not to touch the patch board in the cupboard.

Students do not try and fix problems with the lighting or sound equipment, Site team contacted

Equipment is PAT tested

Members of the Public: Are not allowed to use equipment without supervision by trained staff or Site team.

Assessor's Comment: Music staff are the only members of staff to set up school sound equipment for the students to use minimally by controlling the sound only.

12. Rigging lighting and sound equipment in the main hall

Staff:

Members of staff have been given working at height and ladder training for safe entering and exiting
 Site team erect the scaffolding for staff to use, with clear guidelines of its use.
 Staff to rig lights in pairs, one on scaffolding, the other working to pass and control equipment
 Staff do not try and fix problems with the lighting, Site team contacted
 Equipment is PAT tested
 Staff member identifies any loose or technical problems with the Site team if they occur and log onto the system and discontinue use in class.
 Staff to ensure all lights are fixed with safety chains to ensure none can fall on the audience
 Staff to be aware of load restrictions on lighting bars
 If professional companies are contracted to complete rigging for shows, then the business manager must complete checks and approve.

13. Putting up of staging in the main hall

Site team take control over erecting the stage with staff guidance of dimensions.
 Training and risk assessment by Site team created

14. Use of makeup equipment in class and performance - Not applicable due to COVID 19 Risk. No school shared Make up must be used, or equipment shared due to COVID 19 Risk

Staff: Staff to advice all students to do their own makeup and hair
 Only students own equipment and make up to be used.
 Staff to ensure make up is in date and equipment is cleaned.
 Allergy tests done on wrists before use of equipment
Student: Performers to do their own hair and make-up where appropriate using their own equipment
 Students are appropriately guided in the use of make up by the teacher
 Allergy tests done on wrists before use of equipment
 All equipment thoroughly cleaned and replaced to avoid cross contamination.

15. Using step stool

Staff: Teaching staff have been trained using step stools. The department has a 2-step stool and is centrally located for use in either room.
Student: Pupils are not to use the step stool.

16. Removing items (class textbook boxes) from shelving in store cupboard/bookshelf – LIMIT this use to set texts due to COVID 19 Risk

Staff: Ensure that items in regular usage are placed in easily accessible locations.

Items above chest height are to be removed by staff only using appropriate step stool. If set texts are used with one class, leave for as long as possible before they are used with another class. If possible 24 hours, use rotation of texts if not possible to leave for 24 hours.

Student: Clear guidelines are given to pupils when having to remove items from shelving and are monitored on doing so where possible.

17. Use of chanting, shouting and singing.

Staff: Limit the volume of any music used in class to reduce the need for shouting or raising voices for a considerable time. Masks should be worn to limit infection during rehearsals.

Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Microphones must not be shared or if this is essential, they must be sanitised after use.

Students: Clear rules established to limit the volume of any music used in class to reduce the need for shouting or raising voices for a considerable time

Use microphones to reduce the need for shouting or prolonged periods of loud speaking or singing. Sanitise after use.

18. Use of physical contact and proximity in the classroom

Staff: Ensure students are aware of these new rules and to ensure students respect each other's feelings about social distancing.

Staff to remind students to stand 2 metres away from each other or at least 1 metre if students are in the same year group bubble

Students to be reminded not to use physical contact or keeping the activity time of any activity where social distancing cannot be maintained as short as possible

Use back-to-back or side-to-side working (rather than face-to-face) whenever possible

Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

Using floor tape or paint to mark areas to help people maintain social distance, where possible.

Students to remain in Zones and Track and Trace through Show my Homework should be updated if there are any changes. A Clearly labelled Folder in Drama Teams should be updated each week for drama club and rehearsals, with a list of which zone students were in for track and trace purposes.

Consideration should be given to encourage students to learn lines or parts in advance to avoid carrying scripts in rehearsal or Displaying scripts onto screens in rehearsal rooms to reduce contact requirements and to support accessibility

Allow students to use electronic devices for script work/ read throughs rather than paper scripts

Students must wear a mask except for during a performance, where the audience must be at least 2 metres away from the performer.

Students: Try to maintain social distancing as much as possible, if needing to work together try to work side by side rather than face to face. Limit the time you are working in reduced social distancing. Respect others' feelings about social distancing

19. Use of props

Staff: Limiting prop handling to the minimum possible number of people and clean after every performance, and where possible between uses if handled by different people.

Encouraging increased handwashing and hand sanitising after and before use of props

Students: Wash hands/ sanitise before and after using props

After use place the props in a dedicated area so these can be cleaned after use

Limit sharing props with others

1. Participation in performances

Staff: Staff to get all performers and audience members to confirm they are not suffering from any symptoms before they attend performances

Discourage the use of singing, shouting and cheering to avoid aerosol transmission.

Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

Using floor tape or paint to mark areas to help people maintain social distance, where possible.

Consideration should be given to encourage students to learn lines or parts in advance to avoid carrying scripts in rehearsal or Displaying scripts onto screens in rehearsal rooms to reduce contact requirements and to support accessibility

Allow students to use electronic devices for script work/ read throughs rather than paper scripts

Self-taping or online auditions to reduce numbers on-site.

Performers attending rehearsals and performances only when required for their part.

Creating a screen around sound and lighting desks to create a barrier which aerosols do not pass through between the sound team and audience or other crew.

Where the sound desk is positioned close to audience seating, consider leaving empty the closest row of seats.

Regularly cleaning desks, for example, sound, lighting, mics and battery packs.

Restricting workers allowed back-stage and on-stage to those who are essential.

Not permitting visitors back-stage or at stage door.

Considering how wings can be used to allow for the minimum possible interaction between people, for example one-way systems, dedicated wings for stage managers and dressers.

Separating individual cast members' costumes in plastic bag

Hanging cast members' own clothes inside a clean plastic cover

Masks do not need to be worn for performances but the audience must be 2 metres away

Students: Ensure you are trying to maintain social distancing and will respectfully draw any one's attention to any concerns. Adhere to the new rules and sanitise your hands regularly. Audience must remain 2 metres away and masks only removed for the duration of the performance.

20. Managing the audience for a performance – No external audience's may be present in person due to COVID risk. Only online performances are permitted. Class performances or drama club performances are permitted, if students are in the same bubble and the audience wear masks and remain 2 metres away from performers.

Staff: Conduct a separate risk assessment for each event to ensure correct procedure is followed and audience numbers are adhered to.

To ensure social distancing is possible by limiting the number of people able to access the premises or venue.

Particular attention should be given to ventilation and sufficient circulation space especially around equipment and between groups and any classes and coaches or teachers.

Enabling a booking system or other approaches to manage demand of spaces, so that no more than the desired number of people are in the building at any one time and records of those attending, including seating position, can be provided for contact tracing purposes in the event of a case of Covid-19 in a participant.

Managing performance scheduling so that audiences for different performances are not using the site, premises or venue at the same time in a way that compromises adherence to social distancing, and to allow for adequate cleaning.

All audience members to be seated and facing the front

Discouraging or avoiding gatherings such as performances or screenings that may encourage audience behaviours that increase transmission risk, for example crowding, clustering or physical contact outside of household groups or support bubbles.

Reduce the possibility of audience members cheering, shouting or singing along to avoid aerosol transmission

Limit the chance to congregate


Limit the access to other areas of the building

Consider ways to limit contact through electronic tickets, contactless payment and seat service refreshment service

Students: Limit the contact between audience and performer

Ensure participants are at least 2 metres away from audience and stage/ performance areas is well ventilated. Ensure you are aware of the new rules and try your best to adhere to them at all times. Wear masks as an audience and only remove your mask for performances, remaining 2 metres away from your audience.

With these control measures the risk is:	Circle which of following is most applicable
UNACCEPTABLE	FURTHER CONTROLS REQUIRED
	ADEQUATELY CONTROLLED

Assessor's comments	Insert additional information as required
<p>Risk assessment has been updated with consideration to new drama studio, new equipment, DfE Guidance for full opening: Schools (August 2020) and Guidance for people who work in performing arts, including arts organisations, venue operators and participants.(May 2020) This risk assessment is appropriate and the control measures followed for all aspects of drama - clubs, rehearsals, performances and lessons.</p>	
Name of Assessor	Jackie Clarke
Signature of Assessor	
Date of Assessment	5.3.2021

Manager's comments	Insert additional information as required
Name of Manager/Approver	
Signature of Manager/Approver	

Review date	Reviewed by	Reviewer signature	Remarks

****It is recommended that review dates are transferred to an appropriate bring-up diary system to ensure timely review****