



RISK ASSESSMENT NOTES

There are two risk assessments we ask each company to complete; a show specific **Performance Risk Assessment** and the Fire Scotland **Fire Risk Assessment**.

1. Performance Risk Assessment

This covers general hazards associated with your production. You should include anything you think will be a risk to anyone working on or performing in your show as well as anything which might affect anyone in the audience. It should be completed by your technical contact or a company member with knowledge of all aspects of the production.

Our risk assessments have four elements:

ITEM/ACTIVITY:	What you will be doing/what is happening on stage
RISK/HAZARD:	identify any risks associated with the activities
WHO IS AT RISK:	Consider performers, venue staff and your audience
ACTION/CONTROL MEASURE:	What will you do to eliminate or limit the impact of the hazard?

EXAMPLE:

ITEM/ACTIVITY	RISK/HAZARD	WHO IS AT RISK	ACTION/CONTROL MEASURE
Scene changes	Cast tripping over set/furniture during black out	Cast/crew	<ul style="list-style-type: none"> • Cast and crew to practice scene changes and become familiar with pieces to be moved • Low lighting state used to allow performers to see clearly
Using Microphone	Performer tripping over mic cable	Performer	<ul style="list-style-type: none"> • Performer to rehearse with mic • Excess wire to be tidied away & taped

In our own risk assessments, we try to cover the following areas:

Slips, trips and falls	The most common injuries are sustained through slips, trips and falls
Working at height	Does anyone have to work at height? Is this completely necessary?
Manual handling	How heavy are things? Who will be moving them? How are they being moved?
Electrical hazards	Think about trailing cables and if electrical items are safe to use
Noise hazards	Is there excessive noise in your show which might cause harm?
Medical conditions	<p>Any conditions company members might have which may be exacerbated by aspects of the show?</p> <p>Think about elements of the show which might adversely affect an audience member with certain medical conditions – think about heart conditions, people with disabilities, and young children.</p>

Show specific hazards	Are you using weapons/does your show involve messy elements (gunge/water etc.)? Do you have any potentially hazardous props?
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2. The Fire Risk Assessment

This is required by The Scottish Fire and Rescue Service. This risk assessment must be done for each production and should cover; special effects (smoke machines, hazers, atmospheric), pyrotechnics, firearms, any appliances that produce a large amount of heat or light, the use of naked flames – candles, match etc. You should also detail what materials your set and props are made from – making sure they are suitably fire resistant.

Smoking is not permitted in any Gilded Balloon Venue. In Scotland, it is an offence to smoke in anywhere in the building, including on the stage. This applies to any product that can be lit, ignited (smoked) and includes herbal cigarettes.

This is also due to the fact that many of our venues are not performance spaces the rest of the year and we have limited capacity to silence smoke and fire alarms – if a fire alarm goes off in one venue in Teviot Row House, The Counting House or the National Museum, the **whole building** will be evacuated.

It is your company's responsibility to complete both risk assessments in order to comply with the law and the terms & conditions of Gilded Balloon's insurance. The Production Team will need a completed copy of both before you can begin technical work.

Even if they say 'No perceived risks' and is signed – that's all we need.

To submit risk assessments or for any questions regarding either document please get in touch with the Production Team: production@gildedballoon.co.uk