**Student Groups Pre-prepared Risk Assessment: Music or drama performance**

***e.g. putting on a dramatic or musical performance***

**Below are examples of control measures which you can use, but as committee members, you have responsibility to assess any additional risks that occur**

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| **Potential Hazard**  *What is the risk? What is posing it? What could happen?* | **People at risk**  *Who could it affect?* | **Potential Severity?**  *High, medium or low?* | **Likelihood?**  *Very likely, quite, slight, low* | **Control Measures**  *What can you do to try and prevent the risk happening/minimise it? Only write things you actually can affect.* |
| Room too small – people getting trapped if there is an emergency | All attendees | High | Low | Request room that is large enough – based on previous membership/attendance numbers, and allowing for a reasonable degree of growth.  Consult Students’ Union or venue staff for details of capacity and facilities.  If you haven’t used the venue before, visit the room to check  If expecting very large numbers of people (such as to an audition session, or audience for a show), consider splitting attendees by holding an extra session/performance where possible.  If getting close to breaching capacity limits, stop extra people from coming in – explain that more people attended than expected. Pre-sell tickets in advance for specific number of seats. |
| Room too large/not enough participants | All attendees | low | Quite likely | Base venue request on previous events and expressions of interest from members/likely audience.  Promote performance via all available channels – consider physical posters, Students’ Union and University TV screens, group’s social media, individual’s social media, request Students’ Union promotion if needed (for larger venues) |
| People feeling left out during casting process | All attendees | Medium | Quite likely | Ensure that casting decisions taken by more than one person, with opportunity for feedback |
| Not being prepared/rehearsed enough | All members | Low | Low | Allow enough time for rehearsals during planning  Book enough rehearsal rooms/sessions  Production team to book additional rehearsals as required |
| Confusion about room booked | All attendees | Med | Med | Check emails for confirmation of booking. If any uncertainty, check with the relevant Student Opportunities staff |
| Cast member/performer dropping out on not available for performance | Committee  Other users | Med | Med | All involved given adequate information on timescales and what commitment is required  Production team ask about deadlines and other commitments that might affect cast/crew  Have understudy/other cast/crew capable of stepping in if needed |
| Use of IT or technical equipment – not working | All attendees | Med | Med | Allow a few minutes at start of meeting to turn on equipment and resolve any troubleshooting  If any questions, contact staff responsible for buildings (Students’ Union staff if in SU, Platform staff if in Platform and IT services or Security if a University room) |
| Use of IT equipment – electrical shock/injury and/or damage to equipment | All attendees | Med | Med | Don’t move cables/wires  Keep liquids away from equipment  If see frayed wires, don’t use equipment and report to relevant staff. |
| Offence or concern at content of production | All attendees | Med | Med | Research issues around play/music chosen to identify potential issues, discuss concern with relevant stakeholders (e.g. staff, liberation officers).  Ensure that publicity mentions any content that requires a warning |
| Manual handling of set/props/instruments | All attendees | Med | Med | Limit use of heavy/bulky set as far as possible  Limit distance that heavy/bulky set/props need to be carried |
| Decorating set/making props: paint on property | All attendees | Med | Med | Limit set decorating to appropriate rooms (not carpeted rooms); put down protective layers of paper/plastic/fabric, remove chairs/portable objects from vicinity of decorating  Limit use of knives or other potentially dangerous tools  If carpentry is required, consult with external organisations to see if paid staff can construct as required rather than volunteers  Ensure that set/props decorating is adequately supervised  If any props resemble weapons (guns, bladed weapons or more), inform Student Opportunities staff who may advise further on use/storage and liaise with venue staff as appropriate. |
| Legal/license issues | Production team/Students’ Union | High | slight | Research to see what rights required and how to acquire them, including if rights available and at what cost  Acquire necessary rights as fast as possible – pay via group accounts and get any contract checked/authorise by appropriate Students’ Union staff. |
| Financial loss | Group/ Students’ Union | High | quite | Use previous shows as guide to potential costs and income (if possible).  Budget carefully and keep effective control of budget, particularly on larger-expense items such as venue hire or sound/lighting/staging.  Set audience fees as appropriate to cover costs while not discouraging audience numbers or placing financial barrier to attendees. |

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| **Additional notes:** Liaise with venue staff as soon as possible to ensure they are aware of event requirements. |

*This pre-prepared risk assessment is a version produced 22nd August 2018; last edited August 2018; due for review August 2019 or sooner if required.*