

General Risk Assessment Form

Date: (1) June 2013	Assessed by: (2) Andrew Davison	Checked / Validated* by: (3) Andy Davison	Location: (4) The Martin Harris Centre for Music and Drama	Assessment ref no (5) ANIMATION13-JTST	Review date: (6) June 2014
Task / premises: (7) Use of the John Thaw Studio Theatre (JTST) for Animation Awards.					

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Access to John Thaw Setting up for rehearsals or teaching	<ul style="list-style-type: none"> Trips/slips Manual Handling 	Anybody involved with setting up in JTST <ul style="list-style-type: none"> House services staff Technical Staff Students Visiting companies 	<ul style="list-style-type: none"> Good lighting Level surfaces from street level for access for large equipment All MHC drama equipment is periodically checked to ensure it is in safe working order Any trailing cables or temporary electrical installations are suitably positioned and taped where required to ensure they do not become a trip hazard. Any specialist equipment is locked away and can only be accessed and set up with a member of the technical team present. 	Low	A
General Usage of the John Thaw Studio Theatre	Heat Exhaustion	All users of JTST	<ul style="list-style-type: none"> Air conditioning installed in venue, which is regularly checked and maintained. Water fountain available to all users of venue positioned in foyer. 	Low	A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Fire or similar emergency situation	All users of the JTST	<ul style="list-style-type: none"> • Fire alarm installed throughout building, which is checked weekly (9:45am Wednesday). • Fire alarm uses siren, voice and flashing beacon alerts • Fire exits and escape routes are clearly marked throughout the building • Fire fighting equipment (H₂O and CO₂) are installed in the JTST. 	Low	A
	First aid situation	All users of the JTST.	<p>During office hours first aiders are in the building and are contactable from the main office. Mon – Fri 9:00am – 5:00pm.</p> <p>Outside office hours or if a first aider is not available university security must be contacted.</p>	Low	A
FLIGHT SIMULATOR	-	-	<ul style="list-style-type: none"> • The operators of this equipment will provide specialist risk assessment. 	As Assessed Separately.	A
ROBOTIC EQUIPMENT	-	-	<ul style="list-style-type: none"> • The operators of this equipment will provide specialist risk assessment. 	As Assessed Separately.	A
PUBLIC PERFORMANCE	Fire/Emergency Evacuation	Users of Theatre/ General Public	<ul style="list-style-type: none"> • The Martin Harris Centre will provide adequate front of house support and stewards for public facing events in the centre in accordance with licensing laws. 	Low	A

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