

GENERIC RISK ASSESSMENT

ACTIVITY COVERED:	Newry Town Hall – Public Performance/Newry Drama Festival		
Reference No:		Version:	1.0

GENERAL HAZARDS	Risk Rating			Who at Risk	
	Low	Med	High	Emp	MoP
Crowd control (crushing, capacity, etc)	√			√	√
Electrocution	√			√	√
Slip and Trips	√			√	√
Fire and emergency evacuation requirements	√			√	√
Structure Collapse	√			√	√

PRIMARY LEGISLATION/REFERENCES:
Health and Safety at Work (NI) Order 1978, Management of Health & Safety at Work Regulations (NI) 2000
Provision and Use of Work Equipment Regulations (NI) 1999
Workplace (Health Safety & Welfare) Regulations (NI) 1993 & Noise at Work Regulations (NI) 1997
HSG 195 The Event Safety Guide (HSE Books) & HSG 154 Managing Crowds Safely

CONTROL MEASURES	Check
PLANNING:	
An event safety plan with an appropriate emergency procedure should be drawn up particular to the event and communicated to all those involved in working or performing.	√
The Emergency services must be made aware of events when the risk assessment identifies this as being appropriate. Liaison with the Emergency services carried out by the Event Manager.	√
	√
PHYSICAL:	
Crowd control: Establish maximum capacity and access controls. There should be an appropriate number of exits for the anticipated audience together with a sufficient number of personnel to manage crowd safety	√
Electrical equipment: Should be of the appropriate type, cables safely routed and protected together with RCDs and the equipment itself protected from tampering (eg public exclusion), once in-situ the equipment should be tested; Contractor/performer certificates of compliance checked	√
General Injuries: The likely source of injuries should be identified (eg lasers, fireworks, collapse of structures) and removed or satisfactorily reduced (eg banning glass products, following appropriate guidance for the selection and use of operators and equipment together with certification for temporary structures	√
Fire: Combustible materials should be controlled (eg litter control); fabric structures appropriately, fire rated, procurement of the appropriate type and number fire fighting equipment, LPGs stored and used correctly. Emergency access/egress routes confirmed and maintained.	√
Slips and Trips: Access routes, audience areas and facilities should be checked for slipping and tripping hazards (kerbs, poor or uneven surfaces, cables, steep slopes etc.) and danger areas cordoned off or otherwise made safe.	√
MANAGERIAL/SUPERVISORY:	
Each event will have an Event Management team who will be responsible to ensure that the necessary arrangements to ensure the safe and smooth running of the event	√
Detailed information with regard to roles and responsibilities, Emergency / contingency planning, general and specific hazards identified, control measures (rules etc) to remove or reduce risks to a satisfactory level, first aid and security provision should be notified to stewards and the identified management structure prior to the event.	√
A Stewards Briefing must be held before the event and should include these items together with clear instructions on areas of responsibility	√
TRAINING:	
Specific training needs should be identified and met at an early stage depending on the type of event.	√

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SITE/TASK SPECIFIC RISK ASSESSMENT

On each site the generic risk assessment must be validated by reviewing the specific aspects/circumstances

SITE LOCATION/SPECIFIC TASK:	NEWRY DRAMA FESTIVAL
Max number of people involved in activity:	Up to 50 participants – 500 audience
Frequency and duration of activity:	Public performances March/April (Annually)

Additional hazards identified (whether site or activity orientated):

Extra leads and Electrical Equipment/Lighting – Extra tripping hazard. Shop operating on ground floor.
 Age range from 14 years – Senior citizens.
 Child Protection Issues – protection of young/vulnerable children

Additional control measures required:	Who to action and by when:
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<p>£5 million Public Ltd Liability insurance required (This event covered by Newry Drama Festival Public Liability).</p> <p>Qualified Council Technician to supervise Tech set ups, and Caretaker on Site at all times to ensure compliance with all Health and Safety Measures.</p> <p>1 Extra Caretaker for Evacuation purposes. At least 3 no. Newry Drama Festivals Stewards on duty at each performance.</p> <p>All wiring to be run where possible to prevent/eliminate tripping hazard and all Equipment brought into hall inspected by Council Technician..</p> <p>All Drama Festival Personnel aware of Health and Safety information and Evacuation Procedures..</p> <p>Child Protection Policy to be put in place. No unauthorised Video recording, or digital or film photography allowed on premises.</p>	<p>Checked. J. Turley and Newry Drama Festival Committee</p>
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Assessment of remaining risks:	Low	Medium	High
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Tripping Hazard	•		
Child Protection issues	•		
Evacuation	•		

This risk assessment must be reviewed regularly, where any significant changes are made, where any new equipment is introduced, or if there is any reason to suspect it is no longer valid.

Circumstances which may require additional information:	
a.	Age orientated events young audience – adequate supervision required
b.	Disabled attendance (inc access/egress), particularly where such attendance is likely to be high – Evac Chairs and Evac Trained Personnel on site – not to exceed capacity for hall

Circulation of risk assessment:						
Operative:	√	Manager/supervisor:	√	Other:	Technician	√
Caretaker					Other:	Promotor/Hirer

Assessment completed by:					
Name:	J. Turley	Date:		Signature:	J. Turley
Review record:					
Next review due:		Reviewed by:		Date:	
Next review due:		Reviewed by:		Date:	

EVENT SAFETY PLAN

NEWRY DRAMA FESTIVAL

- 1. Trained Caretaker to be on duty at all times. 1 extra Caretaker for Evacuation purposes.**
- 2. Trained Council Technician or designated Deputy to be on duty at all times when Technical Set up is being carried out. Contact number for Hirer and for Centre Manager to be made available
(Mrs. J. Turley 07967 592882)
(E. Mooney 028 30266407 and Mobile: 0784 950 3421)**
- 3. All Booking information to be completed in full by the hirer on official booking form.**
- 4. At least 3 Stewards on duty at all times.**
- 5. All exit routes checked before event, and monitored during event by Caretakers.**
- 6. Evacuation Procedures to be supplied to Hirer and communicated to audience and personnel by whatever means practical.**
- 7. Fire Announcement to be made before event commences.**
- 8. All Toilet areas are to remain open and maintained during the event.**
- 9. All exit doors from main Auditorium to be in operation at all times**
- 10. Stewards to remain present until Auditorium has been vacated by hirer.**
- 11. Stewards to remain at their post during any interval while public are in the building.**
- 12. Caretaker to remain present until building has been vacated by hirer and all members of public.**
- 13. Audiences to be monitored and stewarded by Council and hirer's personnel.**
- 14. The Caretaker maintains authority in either admitting or ejecting person/persons from building if deemed necessary .**
- 15. No use of kettles or other unauthorised heating appliances to be used backstage.**
- 16. Light refreshments may/may not be available at the main interval. (To be confirmed). The providers will be responsible for the management of same including Health and Safety of those purchasing goods. Hot liquids to be dispensed by authorised providers personnel only.**
- 17. Upstairs Kitchen – for use by authorised Newry Drama Festival personnel only. Hot water sources to be used correctly, and any heat sources monitored to prevent injury.**

18. Newry Drama Festival personnel responsible for all participants in the Festival, and their safety on entering and exiting the building.

19. Newry Drama Festival Child Protection Policy to be supplied with completed booking form.

20. Caretaker and Stewards responsible for ensuring that all exit routes are clear of both people and equipment at all times.

21. No unauthorised video making, flash or digital photography permitted on the premises.

22. Council Conditions of Letting (attached) to be strictly adhered to.

EVACUATION OF NEWRY TOWN HALL IN AN EMERGENCY

- 1. Raise the alarm and break the nearest breakglass. Contact Emergency Services if required.**
- 2. Stewards and Caretakers to evacuate the building safely while asking those present to remain calm.**
- 3. Caretakers and Stewards ensure that the Lift is not used while an Evacuation is in progress.**
- 4. Ensure those in wheelchairs are directed to the nearest Refuge area, and evacuate those in wheelchairs when the audience have left or when/if safe to do so.**
- 5. When outside ensure all people have left the building and have gone to the Assembly point.**
- 6. Assembly Point: McCARTAN'S CORNER – OPPOSITE FRIAR TUCKS, SUGAR ISLAND.**

DO NOT RE-ENTER THE BUILDING until you have been informed by the Emergency Services that it is safe to do so !

IN CASE OF ILLNESS OR ACCIDENT AN AMBULANCE MUST BE CALLED BY DIALLING 999.