

Risk Assessment Form

Company: Bicycle Boy Ltd

Production: Bicycle Boy

Type: Outdoor Touring Theatre Production

Event/Festival:	Performance Dates:	Assessment Date:	Assessor:
School Environment		4th May 2021	Helen Eastman

Legend

Severity (S)	Likelihood (L)	Risk Factor (R)	S x L = R
1 Low – slight	1 Low – unlikely	1 – 2	Low: may require additional control
2 Medium – injury	2 Medium - occasional	3 – 4	Medium: probably requires additional control
3 High – serious	3 High – likely	6 – 9	High: unacceptable

#	Hazard Identified	People at Risk	Risk Factor			Control Measures to Reduce Risk	Reduced Risk			Comments
			S	L	R		S	L	R	
1	Loading and unloading (especially from a public road/footpath): Fatality/injury	- Artists - Crew - Volunteers	3	2	6	- If on road/pathway vehicle hazard lights to be switched on whilst unloading. - No equipment to be left in obstructive positions. - Equipment be unloaded and taken directly to performance site - All crew to be extra vigilant and aware of pedestrians. - If congested area, one person to be assigned as spotter to lookout for hazards. - CSM is a qualified first aider	3	1	1	
2	Weather – Rain: Slips, Trips and falls	- Artists - Crew	2	3	6	- Advise the company to wear waterproof clothing and footwear with a strong grip. - Advise anyone carrying heavy loads to be extra vigilant about footing. - Assign a spotter during wet weather to look out for patches of standing water. - Have a heavy rain cancellation policy at Stage Management discretion. - CSM is a qualified first aider	2	1	2	
3	Weather – Rain: Illness (Cold/Flu/Hypothermia)	- Artists - Crew - Audience	2	2	4	- Advise the company to wear waterproof clothing - Provide towels for drying - Have cold & flu medicine in the first aid kit (always checking allergies before use). - Umbrellas provided to audience whilst it is raining. - Have a heavy rain cancellation policy at Stage Management discretion. - Audience are reminded in the marketing and ticketing information that we are an outdoor production and to come prepared for the possible weather conditions. - CSM is a qualified first aider	2	1	2	
4	Weather – Heat: Sun-stroke, dehydration	- Artists - Crew - Audience	2	2	4	- Ensure all cast and crew take regular breaks. - All crew to ensure that they have sufficient access to drinking water to keep hydrated throughout the day. - Sun lotion available for all to use - Audience are reminded in the marketing and ticketing information that we are an outdoor production and to come prepared for the possible weather conditions. - CSM is a qualified first aider	2	1	2	
5	Weather – High Winds: Set catching wind and tipping, lifting or moving.	- Artists - Crew - Audience	3	2	6	- Ensure the set is weighted with ballast in accordance with specifications. - Check ballast before each performance. - Train artists/crew to watch for extreme weather conditions. - Audience are seated at least 3 meters away from the performance area to reduce the proximity to the set. - Have a high wind cancellation policy at Stage Management discretion. - CSM is a qualified first aider	3	1	3	
6	Interactive Set – Bicycles: Audience members falling off of bikes or cutting/scraping themselves on bikes.	- Artists - Crew - Audience	2	3	6	- Bicycles are stood in purpose built stands. - Train artists and crew on how to get the audience safely on and off bikes and supervise audience members during participation. - Ensure audience members are on appropriately sized bikes. - Ensure everyone using the bikes has supervision from an adult if required. - Ensure a well-stocked first aid kit is on site - CSM is a qualified first aider	1	2	2	
7	Interactive Set – Ladders	- Artists - Audience	2	2	4	- Train actor on safe ladder use, including never using the top step. - Ensure that the site is always supervised to prevent audience members from climbing the set. - CSM is a qualified first aider	2	1	2	

8	Set – generators: Bikes hooked up to generators create electricity. Audience members and artists are in proximity to wiring, generators. Artists and crew are using generators, wiring.	- Artists - Crew - Audience	3	2	6	<ul style="list-style-type: none"> - Ensure artists and crew are trained on proper generator use, including ensuring no one is using the bikes while they are being touched by artists or crew. - Ensure generators are supervised by a crew member before and after the show. - Ensure all wires are properly insulated and free from damage. - Ensure generators are correctly earthed. - Stage Management to be responsible for the set up and strike of generators and cables. - Audience to remain at least 2 meters away from generators whilst in use. 	3	1	3	
9	Contraction or Spread of Covid 19 (General)	- Artists - Crew	3	2	6	<ul style="list-style-type: none"> - If any member of the company show symptoms of COVID-19, performances will be cancelled and the company will self isolate as per the government guidelines in place. - The company will undertake lateral flow tests twice a week to ensure Covid 19 is not present. - The company will be provided with hand sanitiser for regular hand cleansing - Face masks to be worn when not in performance mode and at any time whilst inside a building. - A member of stage management will act as the Covid 19 monitor and will keep up to date with all the Government guidelines and regulations. Any changes that affect the production will be implemented immediately. 	3	1	3	
10	Contraction or Spread of Covid 19 (Load In/ Load Out)	- Artists - Crew	3	2	6	<ul style="list-style-type: none"> - The load in and load out will be conducted only by the 'bubbled' company. - Sanitiser will be provided for use before handling equipment. - A company check in and toolbox talk will be held prior to the unload. - Disposable gloves available. - A member of stage management will act as the Covid 19 monitor and will keep up to date with all the Government guidelines and regulations. Any changes that affect the production will be implemented immediately. 	3	1	3	
11	Contraction or Spread of Covid 19 Audience- General	- Artists - Crew - Audience	3	3	9	<ul style="list-style-type: none"> - The performance is in a large outdoor area with a 3 metre separation between the performance area and audience seating. - Bubbles/Groups will be traceable via schools booker and situated 2m away from other bubbles. - School staff to ensure Covid-19 rule compliance is observed. - Restroom facilities will be the responsibility of each performance venue. - Schools will be advised to have children stay in their bubbles throughout the performance. - Hand sanitiser will be provided next to each bicycle for use throughout the performance. - A member of stage management will act as the Covid 19 monitor and will keep up to date with all the Government guidelines and regulations. Any changes that affect the production will be implemented immediately. 	3	1	3	
12	Contraction or Spread of Covid 19 Audience- Performance	- Artists - Crew - Audience	3	3	9	<ul style="list-style-type: none"> - Production is being redirected to remove any requirement for physical interaction between company and audience. - Elements of production are being rewritten to include a "Hand Cleansing" song to act as reminder with sanitiser provided in each pod. - School staff to ensure Covid-19 rule compliance is observed. - Restroom facilities will be the responsibility of each performance venue. - Bicycles sanitised between use by different children during the performance, and participants are encouraged to use the hand sanitiser before using a bicycle. - Bicycles are set up socially distanced from each other. - Only one bubble is to use each bicycles per time to avoid close contact. - A member of stage management will act as the Covid 19 monitor and will keep up to date with all the Government guidelines and regulations. Any changes that affect the production will be implemented immediately. 	3	1	3	