



LCC Risk Assessment template

| Responsible Manager: Steve Greenwood – Technical Manager | | Signature:  | | Date: 07/08/2025 | | | |
|---|--|--|---|---|--------------------|---|--------------------------------|
| Directorate/Service/Team: City Development / Arts, Events & Venues / Technical Venues | | Activity: Schools & Childrens groups attending CWX | | Unique reference number (URN): CWXT009 Version number: v1.0 | | | |
| Assessment by: Steve Greenwood | | Signature:  | | Date: 07/08/2025 | | Trade Union Representatives consulted: no | |
| Hazards | Who might be harmed and how | Existing control measures | Additional control measures required if necessary | Action Date | Actioned by (name) | Complete Y/N (Date & initials) | Overall risk assessment rating |
| Fire & explosion | | | | | | | |
| Emergency Evacuations | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Exits routes clearly signed with maintained exit signage to current 'running man' standards. Exits routes to be clear of all stored materials. Technicians trained in safe evacuation of performers and backstage areas and familiar with evacuation routes and procedures. Technical staff to be given a fire and evacuation briefing and a walk-around. | | | | | High |
| Fire alarms and emergency lighting | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Fully maintained alarm and emergency lighting system conforming to BS 5266-1 with regular testing Technicians are familiar with CWX Evacuation Procedure and visiting | | | | | High |

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| | | <p>technicians are informed via 'Toolbox' talk</p> <ul style="list-style-type: none"> • Technicians familiar with 'show stop' procedures and use of recorded announcements • Exits routes clearly signed with maintained exit signage to current 'running man standards. | | | | | |
| Combustible Materials | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> • Good housekeeping to reduce amount of rubbish. • Regular cleaning, and cleaning immediately after any dust creating ie drilling etc | | | | | High |
| Fire retardancy of materials used on stage sets | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> • Drapes are constructed of black serge IFR material where possible (inherently fire retardant). Non-durable fireproofed may be used with further applications of fire retardancy applied as necessary. • Soft furnishings constructed of fire-retardant materials and are compliant with regulations EN ISO136 • Timber materials are compliant with regulations EN ISO 13501-1 | | | | | High |
| Ignition Sources | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> • No naked flames except covered in performance / contactor risk assessments and approved in advance by venue | | | | | High |
| Compromised means of escape | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> • All technicians are familiar with CWX Evacuation Procedure and visiting technicians are informed via 'Toolbox' talk • Fire exits are never blocked, and passageways and walkways kept clear | | | | | High |

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| | | <ul style="list-style-type: none"> Additional consideration for wheelchair users who would need to use alternative escape route (via FoH) | | | | | |
| Availability of extinguishing equipment | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Correct application extinguishers available as per CWX fire risk assessment, and staff trained on correct usage. Extinguishers checked regularly as per CWX fire risk assessment | | | | | High |
| Substances labelled as: flammable, explosive or oxidising | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Used and stored only when alternatives unavailable. Stored in lockable storage. | | | | | High |
| Dusts/Vapour/Gas /Liquid | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Good housekeeping to reduce chances of combustion. Lockable storage | | | | | High |
| Use of pyro technics | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Use of pyrotechnics permitted by trained technicians only. Industry standard protocol incorporating line of sight and isolated firing mechanisms. Special regard for individual pyros concerning fallout zone / proximity to audience, performers and scenic pieces. Use according to manufacturer's guidelines. | | | | | High |
| Control of audiences within the theatre | | | | | | | |

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| Audience crush | Pupils, teachers, staff | <ul style="list-style-type: none"> Audience to be seated and pupils accompanied by teachers. Duty Manager to monitor and stop show if required | | | | | High |
| Falls from balcony levels | Pupils, teachers | <ul style="list-style-type: none"> No unsupervised children to be seated on front of balcony rows Children to remain seated at all times. | | | | | High |
| Arriving and leaving the theatre. | Pupils & teachers, | <ul style="list-style-type: none"> Vehicles not to unload into live traffic lanes. Suitable embarkation / disembarkation points identified (loading bay, Great George Street) and communicated. Pupils to be closely supervised by teaching staff. Entrance via Electric Press building courtyard or Millennium Square only. | | | | | Medium |
| Lost children | Pupils | <ul style="list-style-type: none"> Staff will be prepared to check on children's welfare with support from another staff member. Staff will contact parents or school and wait for parent or carer to collect child. Under no circumstances will a member of staff escort a child home. Childrens services will be informed if required. | | | | | Medium |
| Members of the public suffering from the effects of alcohol or drugs or otherwise engaging in violent or abusive behaviour. | Pupils, teachers and staff. | <ul style="list-style-type: none"> LCC have a zero-tolerance policy to unacceptable behaviour. Offenders to be removed immediately and police called if required. Entrances to the building supervised by staff. | | | | | Medium |

| Slips, trips & falls | | | | | | | |
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| Inadequate or damaged floor / floor coverings | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> All damaged, unsafe floor to be reported for immediate attention. Area to be screened off from use until repaired. | | | | | Medium |
| Trailing cables | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Preference for alternative solutions ie permanent installation, or above head height. Tape & coverings to be used in all public areas and highlighted if required. | | | | | Medium |
| Poor Housekeeping | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> All walkways and corridors to be free of rubbish and other hazard. Regular cleaning in all public, room and backstage areas. | | | | | Medium |
| Leaks - oils, water, other | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> All leaks to be reported to operations / technical staff immediately and the area isolated until the liquid has been cleared and the leak repaired. Check for damage, and stability. | | | | | Medium |
| Accidental spill of chemical / paint | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> All spill areas to be isolated until cleared using appropriate methods (refer to SDS data sheets) and the area assessed for damage and stability. Use of appropriate PPE | | | | | Medium |
| Use of FX – slips from bubble machines, snow machines, confetti & streamers | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Use of non-slip paints and surfaces within stage and auditorium areas, with additional applications on treads Use of all to be dynamically assessed and minimised / reduced if required Spills to be cleared immediately | | | | | Low |

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| Food and drink – risk of spills | technicians, co-workers, performers | <ul style="list-style-type: none"> No food and drink on stage or backstage areas unless in sealed containers (water bottles) Food and drink too be consumed in dressing rooms only unless used in performance (required performing company risk assessment) Spills to be cleared immediately | | | | | Low |
| Electrical | | | | | | | |
| Live working - intentional | venue technicians, contractors & LCC technicians | <ul style="list-style-type: none"> Access to live terminals by qualified electricians only. All terminal cabinets locked. | | | | | High |
| Unintentional contact with live conductor | venue technicians, contractors & LCC technicians | <ul style="list-style-type: none"> Technicians trained in visual inspection of equipment during rig and de-rig and quarantine of faulty equipment prior to repair / destruction. Ancillary mains distribution meets electrical regulations. Power to be isolated during rig / de-rig until full circuit check and turned off again prior to raising. Equipment to be isolated before checking for possible faults. | | | | | High |
| Unsuitable / defective electrical equipment | technicians, co-workers, contractors, LCC technicians & performers | <ul style="list-style-type: none"> Electrical Installation compliant with UK regulations BS7671:2018 and BS7909:2011 (temporary installations) Regular PAT testing Use of low voltage (110V / 120V) tools and lighting fixtures (12V / 24V) where possible | | | | | Medium |

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| | | <ul style="list-style-type: none"> Power loadings calculated prior to rigging, and reasonable tolerances allowed. Technicians trained in visual inspection of equipment during rig and de-rig and quarantine of faulty equipment prior to repair / destruction. Power to be isolated during rig / de-rig until full circuit check and turned off again prior to raising. Equipment to be isolated before checking for possible faults. | | | | | |
| Overloading of circuits | | <ul style="list-style-type: none"> Power loadings calculated prior to rigging, and reasonable tolerances allowed. Checks to ensure additional power distribution has correctly functioning trips and circuit breakers on all circuits. | | | | | |
| Weather | | | | | | | |
| Slippy conditions from rain / snow / ice | public | <ul style="list-style-type: none"> Areas in front of doorways cleared of ice / snow before performances Carpet's / non-slip floor coverings applied through-out all public areas Conditions to be dynamically assessed and further measures ie grit / salt applied as required | | | | | Low |
| Lighting | | | | | | | |
| Inadequate lighting resulting in accidents or eye strain | technicians, co-workers, performers | <ul style="list-style-type: none"> Regular checks to ensure all lighting systems are functioning and bulbs replaced when necessary Foot lights used in auditorium to guide public to entrances / exits | | | | | Medium |

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| Injury caused by sudden changes of lighting state. | technicians, co-workers, performers | <ul style="list-style-type: none"> House lights in auditorium used on slow fade before and after performances and at intervals | | | | | Medium |
| Hazardous substances – health hazards | | | | | | | |
| Substances labelled as toxic / harmful / corrosive / irritant/ carcinogenic / mutagenic / harmful to reproduction | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Severely limit use of hazardous substances and use alternative products where possible Storage of hazardous products in lockable areas only Disposal of hazardous products responsibly and according to manufacturer's guidelines Use strictly according to manufacturer's guidelines Correct use of appropriate PPE Familiarity with CDS (data sheet) | | | | | High |
| Exposure to hazardous substances | | | | | | | |
| Asbestos, lead, dust, fumes | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Asbestos training for technicians. Ensure adequate ventilation in all working areas and apply additional ventilation ie opening of roof vents when required Regular cleaning including high level areas to prevent build-up of dust | *** There is no known presence of asbestos or lead within CWX *** | | | | Medium |
| Use of atmospheric special effects - smoke, haze and lo-fog and pyrotechnic | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> All FX are water / glycol -based and safe to use for extended time in unventilated spaces Use of atmospheric FX requires isolation of fire-detection in affected areas, and turned back on at the earliest possible time once cleared | | | | | Medium |

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| | | <ul style="list-style-type: none"> FX fluids to be handled according to CDS (data sheets) Handling of pyro is inherently safe (sealed units) and should be used according to SDS (data sheets) Ensure adequate ventilation in all working areas and apply additional ventilation ie opening of roof vents when pyrotechnics used Warning signs to be used for public in FoH areas for use of pyro and smoke and during excessive usage of haze | | | | | |
| Smoking & vaping | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> The use of tobacco and vape products is strictly forbidden within the building There are no designated smoking areas outside the building – smokers are requested to keep 6m away from entrances to prevent smoke entering the building Performances that require smoking (for authenticity purposes) may be permitted using tobacco-free products – ventilation will be in use. Warning signs will be displayed in foyer areas | | | | | Low |
| Noise | | | | | | | |
| Acute problems - acoustic trauma | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Technicians to receive noise awareness training Sound system designed, installed and operated by competent person to ensure that guidelines of peak of 140dB{C} and an LEQ of 107dB{A} are not exceeded | | | | | Medium |
| Noise induced hearing loss - ambient noise | technicians, co-workers, performers, | <ul style="list-style-type: none"> Technicians to receive noise awareness training | | | | | Medium |

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| | members of the public | <ul style="list-style-type: none"> Outside of events, ambient levels of noise are low and extremely unlikely to cause harm | | | | | |
| Exposure to heat | | | | | | | |
| Hot surfaces / materials | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Technicians to handle potentially hot fixtures (that have been in use) accordingly, using gloves if required. All lighting fixtures to be out of reach of public Pyro pods to be out of reach of public and given time to cool down before removal by trained technician Additional fire-blanket and dry powder / CO2 extinguisher to be available when pyro in use Burns kit available at backstage first aid point | To be checked | 24.07.25 | SG | | Medium |
| Unsuitable air temperatures within building | technicians | <ul style="list-style-type: none"> Monitoring of air-conditioning / heating within building providing additional cooling as required | | | | | Low |
| Provision of First Aid | | | | | | | |
| Administering and availability of First Aid | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Duty technicians trained in First Aid at Work and identified at 'Toolbox' talk Treatment given only with consent, children must have adult present. All treatment recorded via Report IT incident forms and held on LCC database | | | | | Medium |
| Working with others | | | | | | | |
| Contractors working within building | technicians, co-workers, performers, | <ul style="list-style-type: none"> Where possible contracted work to be undertaken outside of public access times. | | | | | |

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| | members of the public | <ul style="list-style-type: none"> Contractors to supply risk assessments and method statements, and areas around work site secured from public. Deliveries to be made outside of public hours where possible | | | | | Medium |
| Risk of transmission of virus including Covid 19 | technicians, performers, members of the public | <ul style="list-style-type: none"> As per current government guidelines there are no Covid-19 restrictions in place. People with symptoms or have tested positive are not required to stay at home, however, where possible any affected workers should minimise the contact they have with other workers, and work in areas where social distancing can be used. Good personal hygiene including regular washing of hands Provision of anti-bacterial hand sanitiser. Wearing of masks for infected / suspected workers | For current guidelines: COVID-19: guidance and support - GOV.UK | ongoing | | | Low |
| Safeguarding | technicians, co-workers, performers | <ul style="list-style-type: none"> Staff trained in safeguarding of young people, awareness & procedures LCC are not DBS checked – this is the responsibility of the school / group and will not access toilets or dressing rooms used by young people unless specifically asked to do so by a responsible adult | | | | | Low |
| Child safety on stage and in backstage areas | technicians, co-workers, performers | <ul style="list-style-type: none"> Supervision of children is required at all times as per school risk assessment and / or BOPA performance licence Staff trained in safeguarding of young people, awareness & procedures LCC staff are <i>not</i> DBS checked | | | | | Low |

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| | | <ul style="list-style-type: none"> LCC staff will not access toilets or dressing rooms used by young people unless specifically asked to do so by a responsible adult No photos or videos in dressing room areas | | | | | |
| Intimate care | | <ul style="list-style-type: none"> Intimate care involves a worker undertaking duty of a very personal nature for a child or vulnerable adult i.e changing or taking to a toilet. This is not to be undertaken by Carriageworks staff and remains the responsibility of teachers / carers. | | | | | Low |
| Working with the public | | | | | | | |
| Physical / verbal abuse or threat from member of public | technicians, co-workers, performers | <ul style="list-style-type: none"> LCC has a zero-tolerance policy towards violence and / or aggression against any of it's employees. Report to Duty Manager All incidents to be reported via ReportIT forms Avoidance of confrontation – cease operations until safe to recommence. Avoidance of lone working in public areas. | | | | | Medium |
| Safeguarding | technicians, co-workers, performers, members of the public | <ul style="list-style-type: none"> Staff trained in safeguarding of young people, awareness & procedures LCC are <i>not</i> DBS checked LCC staff will not access toilets or dressing rooms used by young people unless specifically asked to do so by a responsible adult No photos or videos in dressing room areas | | | | | Low |
| Intimate care | technicians, co-workers, | <ul style="list-style-type: none"> Intimate care involves a worker undertaking duty of a very personal | | | | | |

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| | performers, members of the public | nature for a child or vulnerable adult i.e changing or taking to a toilet. This is not to be undertaken by Carriageworks staff and remains the responsibility of teachers / carers. | | | | | Low |
| Special Performances | | | | | | | |
| Relaxed Performances - | members of the public | <ul style="list-style-type: none"> These performances are specifically designed to accommodate individuals with autistic spectrum conditions, learning disabilities, sensory sensitivities, or other communication needs. As such, lighting, sound and special FX will be toned down with the following measures: Audio will run at a reduced volume – nominally 4dB below normal levels Lighting will be subdued with no sudden transitions, strobe or flashing House lights to be kept on at a reduced level No use of pyrotechnics, streamers or large volumes of smoke Audience members will be allowed to move freely within the auditorium | | | | | Low |
| Dementia-friendly Performances - | members of the public | <ul style="list-style-type: none"> These performances are specifically designed to accommodate audiences with dementia: they may have sensory sensitivities, or other communication needs. As such, lighting, sound and special FX will be toned down with the following measures: Audio will run at a reduced volume – nominally 4dB below normal levels | | | | | Low |

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| | | <ul style="list-style-type: none"> • Lighting will be subdued with no sudden transitions, strobe or flashing • House lights to be kept on at a reduced level • No use of pyrotechnics, streamers or large volumes of smoke • Easily identified, additional trained staff to assist audience members as required | | | | | |
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Relevant Guidance

This risk assessment has been compiled using the general provisions and work practices provided for in the Health & Safety at Work Act 1974, while the provisions relating to fire precautions have been applied in accordance with the Regulatory Reform (Fire Safety) Order 2005.

Guidance has also been drawn from the following:

Construction

- The Construction (Design & Management) Regulations 2015 - [The Construction \(Design and Management\) Regulations 2015](#)
- Temporary Demountable Structures: Guidance on Procurement, Design & Use – 4th Edition 2017 - [Temporary demountable structures: guidance on procurement, design and use \(third edition\) - GOV.UK](#)

COSHH

- Working With Substances Hazardous to Health: A Brief Guide to COSHH HSE 2002 - [COSHH essentials:Controlling exposure to chemicals – a simple control banding approach](#)

Dementia Friendly Performance

- [Dementia-Friendly-Performances-Guide.pdf](#)

Electrical

- IET 18th Edition Wiring Regulations - BS7671:2018 - [The Electricity at Work Regulations 1989. Guidance on Regulations](#)
- Code of Practice for Temporary Electrical Systems for Entertainment BS7909:2011 - [Electrical Safety for Entertainers.pdf](#)
- Electrical Safety for Entertainers: HSE 2017 - [Electrical safety for entertainers INDG274\(rev2\)](#)

Event / Industry

- The Event Safety Guide: A Guide to Health, Safety & Welfare at Music and Similar Events – 2nd Edition 1999 - [The Event Safety Guide \(Second edition\)](#)
- Health & Safety in AV production: HSE 2012 - [INDG360 - Health and safety in audio-visual production. Your legal duties](#)
- Electrical Safety for Entertainers: HSE 2017 [Electrical safety for entertainers INDG274\(rev2\)](#)
- Atmospheric Effects: [Smoke and vapour effects used in entertainment](#)
- The Cohen Report: Recommended Exposure Guidelines for Glycol Fogging Agents: 1997 [cohenreport](#)
- Sound Advice: The Control of Noise at Work in Music and Entertainment HSE 2008 [Sound advice](#)
- Safe Use of Pyrotechnics in Theatre HSE 2017 [L: DRIVE \(LCC013-CDVCU\) - AH-ALL - Pyrotechnics - All Documents](#)

Fire

- Fire Safety in the Design, Management and Use of Buildings Code of Practice BS9999:2017 - [Approved Document B fire safety volume 1 - Dwellings 2019 edition.pdf](#)
- Fire Safety Risk Assessment for Theatres HSE - [fsra-theatre-cinema.pdf](#)

Health & Safety at Work

- Management of Health & Safety at Work Regulations: Approved Code of Practice and Guidance 1999 - [Management of health and safety at work Management of Health and Safety at Work Regulations 1999 Approved Code of Practice and Guidance L21](#)
- Health & Safety Law: What You need to know 2009 - [lawleaflet.pdf](#)
- The Health & Safety Toolbox: How to Control Risks at Work HSE 2014 - [Health-&-Safety-Toolbox-How-to-control-risks-at-work.pdf](#)

LOLER

- Lifting Operations & Lifting Equipment Regulations 1998 - [The Lifting Operations and Lifting Equipment Regulations 1998](#)
- Safe Use of Lifting Equipment (ACOP) 2nd Edition 2014 - [L113: Safe use of lifting equipment](#)
- Thorough Examination of Lifting Equipment – HSE 2008 - [INDG422 - Thorough examination of lifting equipment](#)

Noise

- Control of Noise at Work Regulations 2005 - [The Control of Noise at Work Regulations 2005](#)
- Noise at Work: A Brief Guide to Controlling Risks 2012 - [Noise at work: A brief guide to controlling the risks INDG362](#)
- Sound Advice: The Control of Noise at Work in Music and Entertainment HSE 2008 - [Sound advice](#)

PUWER

- Provision and Use of Work Equipment Regulations 1998 - [The Provision and Use of Work Equipment Regulations 1998](#)
- Safe Use of Work Equipment (ACOP) 4th Edition 2014 - [Safe use of work equipment. Provision and Use of Work Equipment Regulations 1998. Approved Code of Practice and guidance L22](#)

Pyrotechnics & Special Effects

- Smoke & Vapour Effect for Entertainer: HSE 2019 - [Smoke and vapour effects used in entertainment](#)
- The Cohen Report: Recommended Exposure Guidelines for Glycol Fogging Agents: 1997 [Cohen Report.pdf](#)
- Safe Use of Pyrotechnics in Theatre HSE 2017 - [Special or visual effects involving explosives or pyrotechnics used in film and television productions](#)
- Safe use of Strobe Lighting - [techref.info: Reference - Regs](#)

Relevant Standards

This risk assessment uses and refers to the following BS standards:

- Construction Materials: EN ISO 13501-1
- Electrical Wiring Standards: BS 7671
- Emergency Lighting: BS 5266-1

- Energy Absorber (Lanyard): EN ISO 355
- Eye protection: EN ISO 166
- Fall Arrest Harness: EN ISO 361
- High-Visibility Clothing: EN ISO 471
- Ladders: EN ISO 131
- Safety Footwear: EN ISO 345-1
- Safety Helmet: EN ISO 397
- Soft Furnishings: EN ISO 136
- Temporary Electrical Systems for Entertainment: BS7909