

Appendix A – General Risk Assessments

These are risk assessments for the everyday activities of EGTG.

The risk level of an activity is calculated by multiplying the likelihood of a hazard resulting in injury by the worst potential outcome.

Likelihood of an injury resulting from the hazard	Potential consequences resulting from the hazard		
	1. Minor injury	2. Significant injury	3. Major injury or death
1. Unlikely	1. Low risk	2. Low risk	3. Medium risk
2. Possible	2. Low risk	4. Medium risk	6. High risk
3. Probable	3. Medium risk	6. High risk	9. Extreme risk

Low risk

Low risks are largely acceptable. Activities should be monitored periodically to ensure that risk levels have not changed.

Medium risk

Medium risks should be mitigated with as many control measures as possible.

High or extreme risk

Activities relating to these hazards must not take place until significant control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

Location: Home Street

Activity: Use of the premises for storage and set building

Date of assessment: 9 May 2025

Author of assessment: Kate Stephenson

Hazard	People at risk	Risk level (without mitigation)	Mitigation	Risk level (with mitigation)
Use of power tools	Members	4. Medium risk	Tools must be used according to manufacturer's instructions Power tools should only to be used by trained/experienced individuals Set builders who are new to the group will receive an induction into the space and the tools Tools should be visually inspected for damage before use Tools are PAT tested every two years	2. Low risk
Lone working	Members	3. Medium risk	Lone working is discouraged Lone workers should not move heavy items or use large power tools Individuals should inform someone that they are lone working and carry a phone on them at all times in case of emergency	2. Low risk
Fire	Members	6. High risk	Home Street has smoke detectors throughout. These are tested and maintained regularly Fire exits are marked with glow-in-the-dark signs Exit routes and the area around the bottom of the mezzanine ladder must be kept clear at all times Scenery is treated with fire retardant	3. Medium risk
Falling scenery/furniture	Members	4. Medium risk	Items should be stored and secured safely Large, heavy items should not be stacked	2. Low risk
Manual handling	Members	4. Medium risk	Good manual handling practice should always be followed	2. Low risk

			<p>No one should be obliged to carry anything that they cannot safely manage</p> <p>Heavy or awkward lifts should involve two or more people and be planned verbally. Those involved should be clear on their role</p> <p>Where possible, moving aids such as sack barrows or trolleys should be used for heavy items</p>	
Working at height	Members	4. Medium risk	<p>Ladders should be visually inspected before use</p> <p>The ladder should be of adequate length for the task</p> <p>Stand the ladder on a firm, level base and have someone secure the foot of the ladder</p> <p>Do not over-reach</p>	2. Low risk
Medical incident	Members	3. Medium risk	<p>In the event of a medical emergency an ambulance should be called</p> <p>Minor medical incidents can be treated with first aid using supplies from the first aid box located on the pigeonhole shelves</p> <p>Any accident or incident should be logged in the accident book, kept with the first aid kit</p>	3. Medium risk

Location: Various

Activity: get ins/outs

Date of assessment: 9 May 2025

Author of assessment: Kate Stephenson

Hazard	People at risk	Risk level (without mitigation)	Mitigation	Risk level (with mitigation)
Use of power tools	Cast and crew	4. Medium risk	Tools must be used according to manufacturer's instructions Power tools should only to be used by trained/experienced individuals Tools should be visually inspected for damage before use Tools are PAT tested every two years	2. Low risk
Fire	Cast and crew audiences	3. Medium risk	Production teams should familiarise themselves with the venue's fire procedures. These should be communicated to all cast and crew and followed in the event of a fire/fire alarm Exit routes must be kept clear at all times	2. Low risk
Manual Handling	Cast and crew	4. Medium risk	The stage manager or another designated individual should ensure that those lifting are acquainted with good manual handling practice No one should be obliged to carry anything that they cannot safely manage Heavy or awkward lifts should involve two or more people and be planned verbally. Those involved should be clear on their role	2. Low risk
Working at height	Cast and crew	4. Medium risk	Ladders should be visually inspected before use The ladder should be of adequate length for the task Stand the ladder on a firm, level base and have someone secure the foot of the ladder	2. Low risk

			Do not over-reach	
Transporting set	Cast and crew	6. High risk	Members must adhere to all legal requirements regarding vehicles, licensing and driving Vehicles must not be loaded beyond their stated capacity or in an unsafe fashion Loads should be correctly secured	3. Medium risk
Medical incident	Cast and crew, audiences	3. Medium risk	Production teams should familiarise themselves with the venue's first aid procedures and these should be followed in the event of a medical incident	3. Medium risk

Location: Buccleuch Place/various

Activity: Rehearsals and performances

Date of assessment: 9 May 2025

Author of assessment: Kate Stephenson

Hazard	People at risk	Risk level (without mitigation)	Mitigation	Risk level (with mitigation)
Collisions, trips and falls	Cast	3. Medium risk	Trip hazards should be removed or, if this is not possible, clearly marked Actors should be carefully blocked, choreographed and rehearsed to prevent collision onstage Exits and entrances should be rehearsed to prevent backstage collisions Where possible, backstage light should be provided Actors should rehearse with props and furniture	1. Low risk
Sprains	Cast	2. Low risk	Actors should physically warm up before doing any demanding activity	1. Low risk