

Theatre Risk Assessment

Date of Assessment: November 2025	Production: Cinderella	Stage Manager: Alan Harper-Bourne
Dates of Performances 15 th January – 24 th January 2024	Duration of Performances/Rehearsals: 2 hours 30 minutes 9including interval)	
Assessor: Steve Burton	Job Title: Producer	

Activity / Show Element:	Hazards involved: [e.g. Slips, trips falls from set, fire hazards, injury from props, electric shock...]	Persons in danger: [e.g. Cast & crew, public etc]	Generic Control Measures (All Productions)	Are these controls sufficient Y/N	If not please complete additional controls specific to your production that need to be put into place.
Hot Drinks – Kettle / Urn	Boiling/hot water/coffee may be spilt on to body part causing burns.	FOH team	When kettle must be boiled, then the FOH member will NOT leave the kettle unattended at any stage. The kettle should then immediately be emptied. Staff to ensure kettle is always kept away from edge of work top. The kettle is not carried If filling from the urn, ensure tea pot is on a secure surface and not held (To avoid risk of dropping) Teapot NOT to be filled to the top Person pouring must be aware of those around them, and ensure they have the strength, agility to pour the teapot safely - Fill containers carefully and do not overfill		

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			Visual inspection of urn to made before use Do not operate switches with wet hands. Urn to be put out of action if leaking and engineer called. – REPORT TO CHURCH Ensure the kettle / urn is completely emptied after each use to avoid legionella risk - Legionella bacteria is commonly found in water. To avoid risk, ensure kettle / urn is completely boiled on EACH use and fresh water used.		
Delivery to auditorium		FOH team	.Hot drinks should be made in the room where they are to be consumed whenever possible. Cups to be thrown away if signs of damage If not possible, the drinks should be delivered to the auditorium on a trolley and NOT on a tray. Cups should be of a heat-resistant material and have handles, or be in a holder.		

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			Any unclaimed drinks to be removed from the auditorium as practically possible Audience to collect their drinks from a designated person / area Any spillages must be wiped up immediately. Yellow wet floor signs are available in each and mop up products available.		
Liquid spillage from kettle/coffee machine/cups	Spillage of liquid causing a slip, trip or fall resulting in broken bone(s) or other muscular skeletal injuries.	FOH team	Any spillages must be wiped up immediately. Yellow wet floor sign should be used. Once any kettle is finished with, it should be immediately emptied. Any unused drinks (cups) to be removed from the hall as practically possible.		
	Spillage of liquid causing electric shock followed by burn or damage to equipment.	FOH team	Visual check of damage to wires, plugs and equipment to be held after any spillage		

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			Equipment should be turned off immediately.		
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Risk Assessment Sign-Off Sheet

Is the production adequately controlled to reduce risk of injury?	Yes / No
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Further Action Required:

Signed: Position..... Date.....