

Hazard Category
Access & Egress
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Stage Structure
Stage Environment

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Working at Height

Electrical & Thermal

Electrical & Thermal

Electrical & Thermal

Special Effects

Specific Hazard
Stage Right Movable Wooden Steps: Old, wide wooden steps leading from the stage door. No handrail present. Risk of steps shifting or being placed incorrectly, creating a dangerous gap between the frontage and the stage.
Green Room Steps (Stage Right / Upstage): Very steep and narrow wooden stairs leading to the back of the stage. No handrail present (wall on the right side only). The final step down into the Green Room features an unexpectedly large, deep drop.
Green Room Steps (Stage Left / Upstage): Permanent, wider, and less steep stairs leading from the green room. Features a handrail. Covered in carpet for acoustic noise suppression, which introduces a potential slipping or tripping hazard.
Front of Stage Temporary Steps: Two-step movable wooden units dropped down to connect the front of the stage to the main hall floor. Possess handrails but are temporary structures prone to wear, shifting, or improper deployment.
Stage Frontage and Elevation: The stage sits approximately 1 meter above the main hall floor level. The very front fascia is non-structural, wobbly, and contains gaps capable of trapping fingers, skin, or catching equipment.
Blackout Conditions & Uneven Surface: The stage is a dark space completely painted black to absorb light. The floor surface is aged and not necessarily even, presenting significant tripping and falling hazards in low light.

Stage Drapes, Tabs, and Soft Goods: Black curtains, drapes, and tabs hang around the performance space, creating potential entanglements, masking hidden obstacles, and presenting trip hazards if trailing.

Rigging, Ropes, and Pulley Systems: Heavy metal pulleys associated with drape tracks hang at low levels, presenting a risk of catching shins or causing impact injuries. Loose ropes present further entanglement risks.

Stage Trap Door: Floor-mounted trap door unit built into the stage structure. Risk of severe falls if left open, or structural failure if improperly secured.

Props, Scenery, and Storage: Multi-use, historic working stage means scenery, loose props, and structural storage items could be positioned anywhere in the wings or backstage tracks.

Suspended Rigging, Ladders, and Lighting Work: Risk of falling objects, tools, or lanterns hitting personnel below, or personnel falling from height during rigging sessions.

High-Voltage Dimmer Racks: Dimmer systems are fed by a heavy-duty 415V three-phase power supply. Equipment generates substantial operational heat and carries a risk of electrical shock or fire.

Floor-Mounted Lighting & Stage Lanterns: Production lights positioned on the stage floor run at extremely high operational temperatures, presenting severe burn and fire hazards.

Trailing Cables & Band Equipment: Microphones, instruments, amplifiers, and band gear require extensive power and signal cabling across the stage floor, creating acute trip hazards.

Pyrotechnics and Theatrical Effects: Use of explosives, flashes, or sparks introduces acute risks of burns, smoke inhalation, structural fire, or acoustic shock.

Who Might Be Harmed	Risk Rating (Before Control)	Control Measures / Action Required
Cast, Crew, Visitors	High	1. Ensure steps are securely positioned flush against the stage before every use. 2. Visually inspect for structural integrity and stable footing daily. 3. Personnel must exercise extreme caution; do not carry heavy loads while using these steps. 4. Add high-visibility tape to the step edges if required
Cast, Crew, Visitors	High	1. Personnel must maintain a hand on the right-hand wall when navigating the stairs. 2. Avoid carrying large props or instruments on this staircase; utilize the preferred entrance instead. 3. Apply high-visibility contrast marking to the bottom step to highlight the deep drop. 4. Restrict use during fast, dark blackouts.
Cast, Crew, Visitors	Medium	1. This is the designated preferred entrance and exit route for the upstage area. 2. Regularly inspect the carpet for wear, tears, or loose edges that could catch footwear. 3. Ensure the handrail is secure and free of obstructions at all times. 4. Keep the stairway free of stray props or personal items.
Cast, Crew, Visitors	High	1. A minimum of three (3) able-bodied personnel must always be used to safely lift, move, and position these steps. 2. Conduct a formal structural inspection for splinters, loose risers, or damage before every event. 3. Securely latch or block the steps in place to prevent lateral shifting during use.
Cast, Crew, Visitors	High	1. Warn all performers and crew of the structural distinction and movement at the stage edge. 2. Never lean heavy equipment or dynamic scenery against the wobbly front fascia. 3. Keep hands, clothing, and trailing objects clear of the horizontal expansion gap to prevent severe pinch injuries.
Cast, Crew, Visitors	High	1. Inspect the stage floor for structural inconsistencies or raised boards prior to performance. 2. White boundary tape must be meticulously checked and refreshed before *every single performance* to clearly denote edges in the dark. 3. Mandatory Visiting productions and external users must produce and submit their own event-specific risk assessment, and familiarise cast with the surroundings ahead of performance

Cast, Crew, Visitors	Medium	1. Ensure all drapes are neatly tied back or weighted properly to prevent pooling on the floor. 2. Keep walking tracks completely clear of excess fabric. 3. Educate users on the layout of the wings and standard masking positions.
Cast, Crew, Visitors	Medium	1. Metal pulleys must be finished or wrapped in bright, high-visibility colours 2. Stage crew must explicitly brief cast members on the locations of these pulleys during the initial stage walk-through. 3. All operating ropes must be neatly coiled and secured to cleats out of the thoroughfare.
Cast, Crew, Visitors	High	1. The trap door must remain fully closed, and flush with the stage floor at all times when not actively in use. 2. If open or in use, extra care should be taken and a dedicated risk assessment should be performed. 3. Inspect hinges and support framing regularly to ensure structural stability.
Cast, Crew, Visitors	Medium	1. Maintain designated, clearly marked sterile pathways for access and egress. 2. All props and set pieces must be safely stacked, weighted, or secured against tipping. 3. Conduct a post-setup sweep to ensure no items encroach into primary performance or evacuation paths.
Technical crew and anyone on stage	High	1. Enforce a strict, zero-exception "Drop Zone" on the stage floor directly beneath any rigging, ladder work, or lighting adjustment. 2. No personnel are permitted in the drop zone while work at height is active. 3. All tools used at height must be secured via lanyards; lanterns must have safety bonds attached immediately upon hanging.
Technical crew and performers	High	1. Interference of the dimmers is strictly restricted to qualified electrical/technical personnel. 2. Ensure the dimmers are well-ventilated and free of combustible materials (e.g., drapes, props, paper).
Cast and crew	Medium	1. Use localized physical guards or clear marking tape around floor-mounted lanterns. 2. Warn performers of specific hot-light locations during technical rehearsals. 3. Ensure no fabric, costume elements, or gels come into direct contact with hot lantern housings.

Performers	Medium	1. All floor cables must be neatly routed out of primary walking paths wherever possible. 2. Cables that must cross thoroughfares must be securely rubber-ramped or taped down flat using heavy-duty gaffer tape. 3. Mandatory: Every unique event/band must submit their own risk assessment addressing specific equipment layouts.
Cast	High	1. Pyrotechnics must only be stored, set up, and detonated by a competent professional. 2. Establish and enforce absolute clearance zones around all pyro flashboxes. 3. Ensure appropriate, fully serviced fire extinguishers (CO2/Water) are stationed directly in the wings. 4. Obtain formal approval from the Hall management/Chairman prior to booking effects.

Risk Rating (After Control)

Medium

Medium

Low

Medium

Medium

Medium

Low
Low
Medium
Low
Medium
Medium
Low

Low
Medium