**Date:** 25/04/2015 **Production:** Shoes to Fill **Page No:** 1

**Venue:** Lincoln Performing Arts Centre **Date of Performance:** 18/05/2015 **Time of Performance:** 19:30 PM

**Completed by:** Emmie Kearns (Stage Manager)

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| **RISK HAZARD** | **WHO MIGHT BE HARMED** | **RISK** | **LIST OF ANY CONTROLS** | **ADDITIONTAL CONTROLS** | **ACTIONED** | **DATE** |
| Slips, trips and falls. | Cast | M | All cables to be kept tidy and away from entrances and exits. Cables to be taped down or covered. Cast to be notified of any lose cables and to be cautious. Any spills to be wiped and dried. Edges of level changes to be marked. | Any potential hazards, cast to be told and if needed/where appropriate warning tape or signs to be used. |  |  |
| Chairs Cast may trip or fall off. | Cast | L | Cast to be careful when using chairs. Tape to mark where chairs are supposed to be. | Check all chairs that are being used in the performance before the show for breakages. |  |  |
| Props, in particular stage to be covered by shoes. | Cast | M | Cast to be extra cautious when moving on stage.  All props will be tested with and practised with |  |  |  |

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| Fire/ Emergency Exit | Staff of venue, cast and audience members. | M | Make sure everyone is aware of their nearest fire exit. | Double check all fire exits are clear and the equipment is tested beforehand. |  |  |
| Costume | Cast. | L | Cast to wear sensible costume for the entirety of the performance. |  |  |  |
| Lighting (Some footlights and possible flashing lights) | Mainly cast but audience also. | L | Cast to be aware of the brightness of lighting before the show. Warn audience members that the performance may contain bright lights. |  |  |  |