Risk Assessment

Task Description	Backstage Tour
Author of R.A.	James MAcDonald
People Consulted	Will Hill

Risk Factor Matrix — Consequences

Likelihood	Trivial	Minor	Moderate	Major	Severe
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Near Certain	5	10	15	20	25

Hazard	People Affected (Enter an X)				Uncontrolled Risk				Controlled Risk			
	Staff	Touring Staff	Contractors	Public	Type of Harm	Severity 1-5	Likelihood 1-5	Risk Factor 1-25	Control Measures	Severity 1-5	Likelihood 1-5	Risk Factor 1-25
Unfamiliarity with evacuation routes in event of emergency.				x	Panic / stress / unable to evacuate safely	2	2	4	Group led by tour guide at all times. Clear evacuation procedure and staff on hand for evacuations. Clear emergency signage Adequate Adult Supervision provided by Visiting Group	2	1	2
Slips/trips due to uneven floor surfaces/coverings	x	x		x	Bruises, concussion	3	2	6	Pre tour route check by tour guide. Group given health and safety briefing before going backstage. Monitoring and reporting by Technical staff to maintenance staff.	3	1	3
Slips/trips due to wet floor surfaces	x	x		x	Bruises, concussion	3	2	6	All staff briefed to take immediate corrective action, drying area and positioning hazard signs	3	1	3
Slips/trips on approach routes due to adverse weather conditions	x	x		x	Bruises, concussion	3	2	6	Supplies of salt in bin outside Stage Door, applied by maintenance and front of house staff	3	1	3
Trip in backstage areas in low light conditions.	x	x		x	Sprain, Strain, Bruising, Cuts, Fracture	3	2	6	Pre tour route check by tour guide. Group given health and safety briefing before going backstage. Lights to be used or dark areas to be avoided.	3	1	3
Injury due to interaction with set	x	x		x	Sprain, Strain, Bruising, Cuts, Fracture	3	2	6	Group briefed on importance of not touching set backstage. Tour leader and Visiting Group leaders to remain vigilant and attentive to behaviour, and manage group behaviours.	3	1	3
Backstage Team working, including working at height	x	x		x	Sprain, Strain, Bruising, Cuts, Fracture	3	2	6	Tour leader to assess safety of tour beforehand. Tours agreed with Visiting Company to ensure no work is occurring during tour. Group given health and safety briefing before going backstage	3	1	3
Crossing the road/Arriving and departing on coaches	x	x		x	Sprain, Strain, Bruising, Cuts, Fracture, death	5	2	10	Coaches to drop off and pick up in designated areas. Visiting Group to implement their own road safety procedures and follow these.	5	1	5
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Completion Date: 22/08/2026

Approved By	Stephen Wright

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