Basilitrix – Risk Assessment

Upstairs at the Gatehouse · Stage management risk assessment · review before get-in and after any change to the show

Assessment Details

Production	Basilitrix
Venue	Upstairs at the Gatehouse
Get-in	Monday 9 November
Performances	11–14 November
Company size	8 cast, 1 crew (Stage Manager)
Assessment completed by	Annie Roux
Date of assessment	07/11/2026
Review date	09/11/2026
Venue contact / duty manager	Annlouise Butt (Executive Director), Jesse Musker (Theatre Manager)

Scoring Key

Rate Likelihood (L) and Severity (S) from 1 to 3, then multiply for the Risk Rating. Rate the risk after the controls are in place.

Score	Likelihood	Severity
1	Unlikely	Minor (first aid, no time off)
2	Possible	Moderate (needs medical attention)
3	Likely	Serious (major injury or worse)

Risk Rating	Meaning	Action
1–2	Low	Monitor
3–4	Medium	Controls must be in place and checked

Risk Rating	Meaning	Action
6–9	High	Do not proceed until further controls are added

Hazards and Controls

#	Hazard	Who is at risk	Existing controls	L	S	Rating	Further action / owner
1	**Theatrical haze** (breathing irritation, asthma or allergy reaction, reduced visibility)	Cast, crew, audience	Water-based haze fluid only. Minimum amount needed. Cast asked about respiratory conditions. Machine off when not in use.	3	1	Medium	FOH will be told so that audience can be warned. SM to be trained on emergency haze procedures by Venue Technician. Cast member with asthma to keep inhaler backstage on the props table.
2	**Haze setting off smoke / fire detection**	Everyone	Venue informed in advance. Confirm with venue whether detectors need isolating and who does this. Haze test before house opens.	1	1	Low	Ensuring that the venue's fire alarm procedures are carried out before every show.
3	**Slips, trips and falls** (haze residue on floor, cables, set pieces, props)	Cast, crew	Floor checked and swept before every show. Cables taped or covered.	2	2	Medium	SM-guided walk through of the space with actors. Wings to remain clear of props and costumes. Actors to wear suitable footwear as part of their costumes.
4	**Low light, blackouts and dark backstage areas**	Cast, crew	Blue backstage lighting or torches. Cast briefed on blackout moves. Routes kept clear.	2	2	Medium	SM to monitor wings throughout the show to control congestion. Blackouts kept to a minimum in the show.
5	**Stairs and access to the upstairs space**	Cast, crew, audience, load in/out	Handrails and lighting checked. Load in and out in pairs. Access routes kept clear.	2	2	Medium	Stairs to be taken with care, especially during load-in and load-out. SM to monitor this.
6	**Manual handling** (get-in, set, props, equipment)	Cast, crew	Lift in pairs or teams. No lone lifts of heavy or awkward items.	2	2	Medium	All set and costume to be packed into suitcases for load-in and load-out.

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7	**Lone working** (SM is the only backstage crew)	Stage Manager	Venue staff know where the SM is. Phone to hand. Check-in with FOH at half hour and after the show. Named person to contact in an emergency.	3	1	Medium	SM to have master book of all cues. SM to remain in the wings and alert throughout the show. In the case of illness or injury, Ida (Producer) to run the show.
8	**Fire and emergency evacuation**	Everyone	Exits and routes checked before every show. Fire exits unobstructed. Company briefed on evacuation and assembly point. Venue procedure followed.	1	3	Medium	Communication with venue on fire alarm procedures during show to be done.
9	**Electrical equipment** (lights, sound, haze machine, practicals)	Cast, crew	Visual check before use from Venue Technicians. Venue-approved or PAT-tested equipment only. No daisy-chained extensions. Liquids kept away from electrics.	2	2	Medium	
10	**Set, props and costume** (stability, sharp or heavy items, trip risks)	Cast, crew	Set checked for stability before each show. Props checked at pre-show. Anything unsafe fixed before use.	2	2	Medium	Set pieces to be moved by minimum two actors at a time. Actors trained extensively in how to move this.
11	**Illness, injury or first aid incident**	Everyone	First aid kit and accident book located. Venue first aider identified. Injuries recorded in the accident book.	2	1	Low	Injuries recorded in company show report. SM is first aid trained and will act as first aider for backstage. Welfare box with basic medications will be kept in the dressing room.
12	**Physical performance, choreography**	Cast	Moves rehearsed and agreed. Warm-up before the show. Floor surface checked.	1	2	Low	Actors to have suitable footwear included in their costumes. Actors to have rehearsed extensively in their costumes.
13	**Late-night travel home after shows**	Cast, crew	Cast and crew encouraged to travel in groups or arrange safe transport.	3	1	Medium	SM to help arrange transport for anyone who does not have a group.
14	**Prop weapons and sharp items**	Cast, crew	All prop weapons to be made from safe material, such as acrylic, foam and plastic.	1	1	Low	
15	**Quick changes**	Cast, Crew	Pre-set costumes in order. Use Velcro on costumes. Pair each changing actor with a non-changing cast member for help.	1	2	Low	Fallback plan agreed with director if a change is not completed.

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16	**Physical comedy and running**	Cast	Thrown items to be soft. All physical moments to be rehearsed beforehand in full light.	1	1	Low	
17	**Dancing and long crouching**	Cast	Physical warm-up done before each show.	2	1	Low	Cast to be given an opt-out option for any long periods of crouching. Back-up plan for this agreed with director.
18	**Voice and stamina**	Cast	Lidded water bottles kept backstage. Throat lozenges and tea to be kept in dressing rooms.	2	1	Low	Cast to be encouraged to look after their own physical health.

Specific Notes

Haze details (machine make/model, fluid type, who operates it):

Unique Hazer 2.1, Water-Based Fluid, Operated by Venue Lighting Technician

Venue evacuation procedure and assembly point:

Company members proceed to nearest fire exit. If show is in progress, Stage Manager performs a show stop, brings up house lights, stops all effects and leads cast and crew out the rear exit, checking all backstage areas were clear. Assembly Point: 1 North Road.

Nearest first aid kit and accident book:

A small kit at the rear of the dressing room, a larger kit in the box office.

Cast or crew medical conditions or access needs relevant to safety (shared in confidence):

Kristie Winsen – asthma, dust allergy. Medication to be kept on the props table.

Briefings

Briefing	Date	Done by	Done
Venue safety induction (get-in)	Mon 9 Nov	Mon 9 Nov	☐

Briefing	Date	Done by	Done
Cast safety briefing (haze, evacuation, backstage routes)	Mon 9 Nov	Mon 9 Nov	☐
Pre-show safety checks reviewed	Wed 11 Nov	Wed 11 Nov	☐

Review and Sign-off

This assessment should be reviewed if anything changes (script, set, effects, cast, space) and after any accident or near miss.

Role	Name	Signature	Date
Stage Manager	Annie Roux		07/11/2026
Director / Producer	Ida Wrona		
Venue representative			