

Hazard	Risk	Action
Fire	Burns/injury/death	All hirers to be familiar with the facility fire and evacuation procedures. Call emergency services for assistance immediately.
Pack in/out, Moving Equipment	Collision injury	Restrict access, tool box meeting prior to work start, maintain clear lines of site, use spotters, work as team, maintain vocal Communication.
Manual Handling	Strains	Heavy objects such as chairs/tables only to be moved by suitable fit persons. Trolleys should be used where available. No objects heavier than 25 Kg should be lifted without assistance.
Moving Furniture	Strains, crushing injury	Do not over stack trolleys (maximum 20x chairs/10x tables per trolley). Move furniture with a helper.
Stage Traffic	Collision injury	Maintain open egress on/off stage. Choreograph and rehearse stage movements.
Low-light Level	Trip hazard, collision injury	Restrict working in low-light to circumstances where it is needed. Mark edges of steps with white tape to aid visibility. Carry a personal light.
Walkways, Hallways, Exits	Egress blocked, trip hazard	Ensure no storage in walkways, regularly checks for obstructions, always maintain clear exits.
Steps	Slips & Trips Hazard	All stairs, ramps and entrances to be maintained in good condition. Hirers to report faults to WDC as soon as practicable.
Orchestra Pit	Fall Hazard	Restrict access, mark stage edges with white tape, leave working light on inside pit
Stage Edge	Trip/fall hazard	Mark all stage edges with white tape. No access on/off stage edge, use stairs.
Loading Bay	Fall from edge	Restrict access, work as a team, stay aware of surroundings, loading bay door should be shut at all times except when loading in/out.
Low Ceilings & Beams	Impact injury	Use warning signage, edge padding, and reflective tape.
Roof Space	Fall or injury in restricted space	Only persons authorised by WDC can access this area. Must work in pairs, stay inside handrails or use fall restraint, maintain vocal communication.
Storage areas	Injury to persons/damage to facility	All stored items to be placed in such a way as they are stable and unable to fall. Where possible items are not to be stacked on top of each other. Large or unstable items to be tethered if necessary. Only suitable experienced persons to place items in storage. Inexperienced persons to be supervised appropriately to ensure items are stored safely.
Ladders	Fall	Ladders are not provided for at the facility however hirers may bring onsite. Restrict access, no ladders over 2m tall, one person on a ladder at a time, three points of contact, regular maintenance checks.
Working at Heights	Fall	Restrict access; provide training in correct use of equipment. Ongoing training & supervision
Overhead Rigging	Falling object resulting in injury from being struck	No public access during rigging, warning signs to be used, spotters to be used where applicable, maintain vocal communication.

Working Overhead	Dropping objects	Restrict overhead access to competent persons only, remove all loose items and empty pockets before doing overhead work, secure or attach tools to belt
Suspended Loads	Attachment failure resulting in injury from falling object	Use of redundant attachments on units e.g. hook clamp & safety chain, "dead" tie-offs for flown items.