



KINGS LANGLEY MUSICAL THEATRE COMPANY (KLMTCC) RISK ASSESSMENT

Using Kings Langley Community Centre for rehearsals and performances.

Area	Hazard	Comments
Lobby, kitchen and Main Hall	<i>Fire</i>	Keep fire exits clear at all times. In the case of fire follow instructions for evacuation and calling emergency services as displayed in the main areas of the building.
	<i>Injury/Illness</i>	The main First aid kit is in the kitchen area. Seek medical advice or call emergency services if appropriate
	<i>Tripping/falling</i>	Keep bags etc. off the floor or tucked away.
	<i>Unsafe tables or chairs</i>	All furniture to be checked when set out. Faulty items to be set aside for attention of hall owners
	<i>Unsafe electrical equipment and sound system</i>	Ensure all electrical equipment used is PAT tested and within dating. Place equipment at a distance from members
	<i>Trailing leads or cables</i>	Cover cables with a rigid plastic cover. Divert people away from cables as much as possible
Chair store and understage storage area	<i>Moving tables, chairs, rosta etc.</i>	Members to act in a safe manner. Use available equipment to assist. No-one required to lift beyond their capability. Only competent adults to use ladders.

Review

KLMTCC formally reviews this document once a year.

DATED 30/11/25