



High School Theatre  
Risk Management Self-Assessment  
ACTION SHEET  
from



# *Congratulations*

in taking the first ACTION step towards leveling up support and funding  
for risk management your school theatre!

Safety and Risk Management is a critical first step.

***Without SAFETY nothing should happen in a school theatre.***

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## **Risk Management Standards**

PRESETT is pleased to provide you with this FREE Self-Assessment Action Sheet to use as a tool to self-assess your high school theatre's operations.

Every high school theatre should have rigorous and high-standard safety, functionality and vocational education standards.

This FREE Assessment is an Action Item that you will be able to share with your admin in your quest for leveling up safety in your school theatre!

Don't be discouraged if your school's rating is low at first, the standards are an indication of areas in need of improvement to optimize the safety, functionality and vocational education in your high school theatre.

*Let's get started....*

# High School Theatre Risk Management Rating Sheet

School: \_\_\_\_\_ Date: \_\_\_\_\_

Person completing the Risk Management Assessment: \_\_\_\_\_

## Instructions

Award points as indicated for each criteria met.

Indicate any *Work in Progress* items by awarding partial points for areas in which your school theatre partially satisfies the requirements of a given category. Use your own judgement as to what percentage is appropriate.

Ratings can be revised as improvements are made. The goal, of course is to reach a perfect 100!

*A total of 80+ points makes you a PRESETT Gold Standard School Theatre!*

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### Professional Staff (20 pts. Max.)

Our school theatre is staffed by a Theatre Manager and/or Technical Director (TD) and at least one professional Theatre Technician for each discipline;

- ✓ Lighting
- ✓ Sound
- ✓ Stage/rigging.

These employees are professionals hired in these capacities alone and do not have other responsibilities. \_\_\_\_\_ of 20 points

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### CTE Teacher (20 pts. Max.)

Students in our school who are designing, constructing, running sets, props, costumes or are designing, setting up lights and sound or are designing hair and makeup or are involved in other technical theatre related activities only do so in a CTE class, taught by a Highly Qualified teacher who is CTE endorsed as per the U.S. Department of Labor and Industries' requirements in this state.

\_\_\_\_\_ of 20 points

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### Theatre System Use Protocol (10 pts. Max.)

Students and outside users of this school theater only use the systems in the theatre, such as the lighting, sound and counterweight systems, under the supervision of a theatre employee (Professional Staff).

A written protocol exists for each system's operation; lighting, sound, sets and rigging, costuming and make-up, house management, etc.

\_\_\_\_\_ of 10 points

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### Trained Students and Users (10 pts. Max.)

Each student or outside user operating the equipment and systems in our theatre has been trained by a theatre employee and has a signed Liability Waiver on file with our school theatre manager. All training is documented and attested to its successful completion.

\_\_\_\_\_ of 10 points

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### Appropriate and Functional Equipment (10 pts. Max.)

Supplies, equipment and systems in our theatre are appropriate to their intended use/functions, and are in safe and functional working order. Supplies, equipment and systems are appropriate to the educational level of the students.

Our school theatre is inspected by a theatre inspection professional no less than once every three years. (PRESETT recommends a general inspection every two years)

\_\_\_\_\_ of 10 points

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### Supervision (10 pts. Max.)

No student is allowed to be unattended in our theatre. During school and/or district events there is a Theatre Manager and at least one district Theatre Technician provided by the district to site-supervise for each area where students are working; including, but not limited to lights, sound, stage/rigging.

Outside individuals, groups, companies or organizations renting our high school theatre for their events are required to hire a the Theatre Manager and at least one district Theatre Technician to site-supervise and run the equipment for each area of the theatre being used for lighting, sound and/or stage/rigging.

\_\_\_\_\_ of 10 points

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### Safety manual and Safety Signs (10 pts. Max.)

Our school theatre has a "Theatre Safety Manual" that is provided to all users. Our school also has appropriate safety signage posted.

\_\_\_\_\_ of 10 points

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### Fair Compensation (10 pts. Max.)

Our Theatre Manager/Technical Director's salary and benefits are comparable to the salary and benefits of other facility managers in our school district, at a level that reflects the local economy.

The Theatre Technician's rate of pay and benefits are comparable to the pay rates and benefits of other skilled employees in our school district, at a level that reflects the local economy.

\_\_\_\_\_ of 10 points

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*How did your school theatre do?*

Total Ratings Points given \_\_\_\_\_ of 100 points

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*Interested in becoming more proactive about  
Risk Management and Operations in your school theatre?*

Check out the High School Theatre Management Training at <https://www.preset.org/>