

 **RISK ASSESSMENT**

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|  |  | Reference no: RA0006072024 |
| DEPARTMENT: | Leeds Junior Conservatoire |
| TASK/HAZARD:  | LJC Summer Festival |
| LOCATION: | Leeds Conservatoire, 3 Quarry Hill, Leeds, LS2 7PD. The Wardrobe, 6 St Peter’s Square, Leeds, LS9 8AH |
| Date of activity: | 06/07/2024 | Frequency (daily, weekly, monthly etc.): Annually |
| PERSON(S) AFFECTED:  | Students, staff, chaperones; visitors; members of the public |
| ASSESSMENT CARRIED OUT BY:  | Jamie Shelton (H&S Consultant). Reviewed by Dan Brunskill  | DATE: 12/10/18. Amended by Dan Brunskill 13/06/2024 and Jamie Shelton July 2023 |
| REVIEW DATE: | June 2024 | DATE OF PREVIOUS ASSESSMENT: February 2017, October 2018 |

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| **Describe the activity as fully as possible:** (Where appropriate include: task undertaken, use of equipment, make-up of the group; planned supervision etc.)* Practical music sessions (rehearsals and sound checks) held across 113, 219, 218, 416, Café Bar, Rooftop Bar, The Venue and The Wardrobe
* Equipment may be set up on the stage prior to sound check
* Gig open to the public

Delete the following table if students are not participating in the activity.

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| **No. of students:** | Total: 106 | Male:  | Female:  |
| **Student age range (yrs):** | 9-16: 98 | 9-16: 54 | 9-16: 44 |
| **Student age range (yrs):** | 17-18: 8 | 17-18: 4 | 17-18: 4 |
| **No. supervising staff:** | Total: 16 | Male: 10 | Female: 6 |

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| Hazard/event *(what can cause an injury or illness)* | **Controls *(measures to reduce/eliminate the risk of injury or illness)*** |
| **General building health and safety and compliance**Failure to ensure building health and safety compliance may put the safety of persons in the building at risk. | * Regular building health and safety inspections are undertaken by Estates & Facilities, the designated Health & Safety Consultant and the Leeds City College Health & Team. Inspections are documented with follow up actions.
* A planned preventative maintenance (PPM) programme in place to ensure that the building and equipment are maintained and compliant to meet current legislative/regulatory requirements.
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| **Access control (safeguarding and security)**Unauthorised access to the building is a significant risk to the safety of persons in the building as a result of:* Abuse (verbal and physical)
* Assault
* Tampering with equipment
 | * This is a ticketed event with tickets available in advance, and a limited amount for families on the day
* Leeds Conservatoire operates controlled access into the main building and The Venue with all staff and Leeds Conservatoire students wearing ID badges which are checked on entering.
* The Venue main entrance is subject to access control when not in use for events.
* If The Venue main entrance is open, security staff and Events staff control and manage the area.
* All visitors (non-Leeds Conservatoire staff and students, contractors, members of the public) are required to sign in and out at the main building Reception unless The Venue main entrance is open.
* Security staff are on duty at the main building Reception at all times.
* CCTV is in operation throughout the main building and The Venue.
* Access control (card swipe) is in place on the bridge link door from the Café:Bar leading to The Venue.
* Access control can be managed by the Estates & Facilities Dept. as appropriate.
* Where necessary and appropriate, staff are subject to DBS checks and must have completed mandatory safeguarding training.
* 1 chaperone per 12 students will be provided for each performance to comply with the BOPA for child performances for students aged 16 (Year 11) and under.
* A ‘close down’ procedure is followed to ensure the building is vacated at end of day and left in a tidy and safe condition.
* The Wardrobe entrance will be monitored by a steward who will be checking tickets
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| **Lift access to all floors**Failure to maintain the lifts compromises access to upper floors (particularly to individuals with mobility problems) and can increase the risk of injury to users. | * Lift access is available to all floors via a general lift and a service lift.
* A service contract is in place and the lifts are inspected/serviced every six months as required by current legislation.
* The service contract allows for a prompt response to any fault with the lifts.
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| **Fire and evacuation**The safety of persons in the building may be put at risk by:* Inadequate fire safety provisions
* Inadequate and/or poorly communicated procedures
* Inadequate reviews, inspections and checks
* Inappropriate storage of flammable materials
 | * A fire alarm system is installed including: detection units in all areas; visible and audible warning devices; break glass call points; emergency lighting and directional signage.
* The system components are tested regularly as required by current legislation.
* Fire extinguishers are located around the building and are inspected annually.
* Tutors and stewards will be briefed at the start of the festival and audience members will also be briefed on how to evacuate the building
* Procedures are in place for evacuating wheelchair users and individuals with mobility difficulties.
* Refuge points and evac-chairs are present in stairwells for wheelchair users and individuals with mobility difficulties. Evac-chair evacuations will be carried out by specifically trained staff only.
* Trained fire marshals are present in the main building who will attend a fire alarm activation in The Venue or Rooftop Bar.
* Stewards who are on duty for events have training in fire evacuation procedures
* All users of the building must understand the emergency procedures and know what to do in the event of a fire alarm.
* Flammable materials (e.g. waste, cleaning/maintenance products) are stored, handled and disposed of in line with good practice and current legislation.
* A ‘Hot Works Permit’ procedure is in place for managing hot works (e.g. use of blowtorches).
* A fire risk assessment has been carried out for the building and is available on request.
* To comply with fire safety regulations, the maximum occupancy of Leeds Conservatoire areas are set as follows:
* The Venue auditorium alone is set at 455.
* The Rooftop Bar alone is set at 341.
* The auditiorium and Rooftop Bar combined is set at 455.
* Room 113 is set at 20
* Room 218 is set at 90
* Room 219 is set at 150
* The Café:Bar is set at 500
* The Wardrobe is set at 400
* Please see The Wardrobe’s Fire Evacuation document
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| **First Aid**Lack of first aid provisions can mean that incidents are not dealt with quickly which in turn can result in injuries or illness being made worse.  | * First aid stations (including first aid kit and contact numbers) are located on each floor in Leeds Conservatoire.
* Trained first aiders are available in The Venue and the main building to provide assistance where appropriate and necessary.
* Staff are available to contact the emergency services by calling 999 or 112 in the event of a major incident which may be life-threatening.
* All users of the building must understand how to summon first aid assistance.
* All accidents or incidents resulting in injury, illness or a near miss must be reported to the Head of Estates & Facilities or the Health & Safety Consultant using the appropriate form.
* Students have advised of any health concerns and if required have been briefed to bring any required medication. All participants are physically capable of performing.
* Emergency contact details are kept for under 18 students. +The supervisors and managers at The Wardrobe are first aid trained and will be the designated first aiders at The Wardrobe. Students will be told how to summon first aid before the session starts.
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| **Electrical equipment and fixed wiring**Risk of shocks, burns, fire etc. | * Fixed electrical wiring is inspected every 5 years as part of the PPM.
* Portable electrical equipment is PAT tested annually in line with the Leeds Conservatoire policy.
* Equipment provided is suitable for use.
* All users must carry out a visual inspection of each piece of electrical equipment before use to establish there are no obvious defects which could render the equipment unsafe.
* Staff and students are provided with information and training on safe use of equipment and safe working practices.
* All drinks (bottled water etc.) must be fitted with a secure, water-tight cap and stored and consumed well away from electrical equipment.
* Premises attendant to be assigned to the area to ensure all equipment is switched of at the end of day.
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| **Food safety and hygiene (Rooftop Bar)**Poor storage and handling of food can cause illness, food poisoning and allergic reactions ranging from mild to severe symptoms (including anaphylaxis and death). | * Food safety procedures are in place to ensure catering staff store and handle food according to best practice and current regulations.
* The facilities are subject to a food safety and hygiene inspection annually by an external agency.
* The facilities are subject to Leeds Conservatoire’s standard health and safety inspections.
* Notices are displayed at the serving bar informing patrons of the presence of allergens in food prepared and served at the bar.
* Further information on food allergens is available from the catering staff on request.
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| **Slips Trips and Falls**Trailing cables, equipment, boxes, poor floor conditions etc. present significant trip hazards. | * Flooring and coverings are in good and safe condition. The Estates & Facilities Dept. carry out regular checks of the condition of the building and encourage and maintain good housekeeping.
* Staff and students receive information regarding preventing accidents by way of good housekeeping.
* All equipment must be set up to avoid trip hazards and trailing cables must be avoided or appropriately managed.
* Students are advised that equipment must be tidied up at end of each session to avoid leaving trip hazards.
* All departments/teams are responsible for managing slip and trip hazards arising from activities or events they are in control of or manage.
* Tiered seating with steps have sufficient lighting to prevent audience members tripping or falling. Lighting will only be dimmed when the performance is about to start or is taking place.
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| **Lighting bars above the stage area of the auditorium**There are 11 lighting bars fixed above the stage area which lighting equipment is suspended from. There is also a metal support structure fixed to the walls of the stage to hang speakers etc. from.Equipment falling from height can result in significant or fatal injuries. | * The lighting bars and attached lighting equipment are inspected as part of a rolling annual inspection programme where each bar is inspected every 5 years. The results of the inspections are assessed by an external engineering consultancy firm to ensure the bars are safe to operate.
* When accessing the lighting bars (e.g. during stage set-ups), the Events Technical Team carry out routine inspections of the lighting bars and lighting for obvious signs of damage.
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| **Metal support structure fixed to the stage walls of the auditorium**There is a metal support structure fixed to the walls of the stage to hang speakers etc. from.Equipment falling from height can result in significant or fatal injuries. | * The support structure is inspected on an annual basis by an external company.
* When accessing the structure (e.g. during stage set-ups), the Events Technical Team carry out routine inspections for obvious signs of damage.
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| **Auditorium fixed tier seating**Risk of serious injury to individuals using the seating if a structural failure occurs. | * The Events Technical Team carry out regular inspections of the seating to identify any obvious signs of damage to the structure.
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| **Rooftop Bar seating area partitions**Partitions are in place so that the seating area can be subdivided into discreate areas.Risk of injury to individuals operating the partitions and all users of the area where partitions are in operation if the partitions are not set up correctly and fixed in position.  | * Partitions will only be operated and fixed in position by Estates & Facilities with suitable training.
* All partitions when fixed in place will be inspected by Estates & Facilities staff to ensure they securely locked in place and the area is safe to use.
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| **Rooftop Bar terrace**Risk of falls from height. | * The access door to the terrace is locked at all times to prevent unauthorised access.
* Currently, access to the terrace is for authorised personnel only and is granted via a ‘Roof Access Permit’. This is managed by the Estates & Facilities Dept.
* Before allowing general or controlled access to the terrace, a full risk assessment will be completed which will identify the hazards involved and the control measures which will be adopted.
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| **General roof areas**Risk of falls from height. | * Roof access doors are locked at all times to prevent unauthorised access.
* Access to roof areas is granted to authorised personnel only and is done so via a ‘Roof Access Permit’. This is managed by the Estates & Facilities Dept.
* Edge protection (guard rails) is in place to prevent falls from the roof and is inspected annually by a competent contractor.
* All roof work must be risk assessed before being undertaken and a suitable and sufficient risk assessment must be completed by or lodged with the Estates & Facilities Dept.
* All roof workers will be made aware of the fire emergency procedures which must be followed in the event of a fire alarm activation in The Venue or main building.
* A means of warning roof workers of a fire alarm in The Venue must be established.
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| **Noise**Long-term exposure to high noise levels may cause damage to hearing including:* Noise-induced hearing loss
* Tinnitus and similar medical conditions
 | * Leeds Conservatoire has a Noise Working Group to further compliance with the Noise at Work Regulation 2005 and provide information and support to staff and students.
* Information, advice and guidance on noise at the conservatoire is available on the conservatoire’s intranet pages.
* Acoustic panelling is installed in the auditorium to help reduce noise exposure.
* Where practical, tutors and Events staff employ methods to reduce long periods of sustained high noise levels.
* ‘High noise levels’ warning notices are displayed in areas where high noise levels occur.
* Ear protection is made available to staff and students.
* All noise levels from teaching sessions shall be a consideration of the tutor to ensure long sustained high levels of noise does not occur.
* Tutors to employ teaching methods where practical to reduce long periods of high sustained noise levels.
* Advice and guidance can be sought from H&S Officer.
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| **Disability access/egress**Poor access and egress may hinder persons entering and leaving the building and moving around inside the building whilst carrying out their normal duties. Poor access/egress may also hinder persons evacuating the building in an emergency. | * Leeds Conservatoire is accessible to wheelchair users and individuals with mobility difficulties.
* Arrangements are in place to evacuate wheelchair users and individuals with mobility difficulties (see ‘Fire and evacuation’ section), with their own PEEPs.
* Persons with a disability affecting mobility will be asked to sit on the front row, which is not part of the tiered seating in The Venue or 219.
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| **Welfare provisions**Adequate welfare facilities must be provided to comply with the Workplace (Health, Safety and Welfare) Regulations 1992.Lack of suitable hand washing provisions can encourage the spread of diseases. | * Unisex toilets are provided in The Venue, Rooftop Bar and Café Bar with hot and cold running water.
* Disabled access toilets are available.
* Drinking water is available from the Rooftop Bar and from water dispensers throughout the building.
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| **Temperature and Ventilation**Inappropriate and/or inadequate temperature and ventilation can cause persons in the building to feel unwell. | * A heating system and air conditioning units are in operation throughout the building to provide comfortable working temperatures in all rooms and areas.
* Air handling units provide air changes to recommended levels.
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| **Lighting**Inadequate lighting can increase the risk of trips and slips, make operational tasks difficult and cause persons to feel unwell. | * All lighting in the various rooms and areas meets CIBSE-recommended lux levels for type of use of that particular room/area.
* Emergency lighting in place in accordance with current regulations to provide illuminated evacuation routes in the event of a power failure in an emergency.
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| **Travel to and From the Event** | * Students will be dropped off and collected by their parents/carers.
* Students will sign in.
* When walking to and from Leeds Conservatoire and The Wardrobe, students will be chaperoned by their parents/carers, DBS tutors and performance chaperones. There will also be a sign in/out procedure at both Leeds Conservatoire and The Wardrobe
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| **Access (safeguarding and security)****The venue is open to the public and includes a licensed café bar. Students will have access to the café bar in break times.**There is a potential risk to the safety of staff and students as a result of:* Abuse (verbal and physical)
* Assault
 | * All Leeds Conservatoire staff are subject to DBS checks and must have completed mandatory safeguarding training.
* 1 chaperone per 12 students will be provided for each individual performance.
* When not performing students will be in the care of their parent/carers
* Members of staff will be present at all times
* A member of Leeds Conservatoire security staff will be supervising the entrance at all times.
* Ample CCTV across the conservatoire
* Mag locks are in place and active at all times, with only Leeds Conservatoire staff, students and signed in visitors able to get through.
* Separate toilets are available for student performers and audience members. Students can access the toilets through the maglocked doors on floor 2, the toilets behind The Venue and any individual unisex toilet. Audience members will have access to the public toilets in the Café Bar including the individual unisex toilet.
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| **Auditorium area fabrication**Areas constructed / containing many flammable materials will be seen as a serious hazard. | * The stage is on floor level, with no risers. There is sufficient space between the performers and the audience with no loose cables in the walkway.
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| **Use of stage** Risk of injury and/or damage to equipment as a result of:* Unsuitable set up and use of the area
* Inappropriate student behaviour
 | * Instructions by tutors will be given to students before the session starts on appropriate behaviour.
* Setting up electrical equipment such as the PA must be done so by the Leeds Conservatoire events technicians, to prevent any trip or slip hazards.
* Performers will be instructed as to the best set up for their equipment.
* Persons entering the stage area must do so in a logical order so that performers are not climbing over other performers in order to reach their seat.
* Tutors and events technicians are responsible for ensuring that the area is tidy and all equipment is switched off and left in a safe condition after the sound check and performance.
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| **Electrical Equipment**Misuse of equipment or the use of faulty equipment will significantly increase the risk of the user(s) suffering an electrical shock or be at risk of burns, fire etc. | * Equipment provided is suitable for use and in good working order.
* Equipment is PAT tested regularly in line with college policy.
* Equipment will be used as instructed and as per instruction manuals
* All users must carry out a visual inspection of each piece of electrical equipment before use to establish there are no obvious defects which could render the equipment unsafe. Damaged equipment must not be used.
* All trailing cables must be managed and made safe by use of cable covers or floor tape to prevent trips.
* Use of extension leads is discouraged but where there is no alternative, leads must be managed to prevent trips and used safely to prevent shocks and fires occurring.
* Staff are provided with information and training on safe use of equipment and safe working practices.
* All drinks (bottled water etc.) must be fitted with a secure, water-tight cap and stored and consumed well away from electrical equipment.
* Tutors are responsible for ensuring that all equipment is switched off and left in a safe condition after the sound check and performance.
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| **Storage of musical equipment backstage** | * Backstage of The Venue is a small space so instruments and cases must be kept next to walls, with enough space for doors to open and close, keeping fire exit routes clear.
* 218, cases will be stored at the back of the room behind the audience. Cases must be kept close to the wall and straps should be tucked in to avoid trips
* 219, cases can be kept at the back and side of the room. Cases must be kept close to the wall and straps should be tucked in to avoid trips.
* Cases will not block any fire exits
* Care to be taken when passing through the back stage area due to the narrow width.
* All items of equipment to be stored tidily and safely so as not to cause a falling hazard when persons are in the room.
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| **Manual handling (lifting, moving, carrying etc.)**Incorrect manual handing practices or failure to follow College procedures and guidance can result in significant injuries. There will be an element of manual handling to the activity with setting up or performers movingtheir own instruments or equipment, or moving other items such as boxes, cases or props. | * Large/awkward equipment is moved only by staff trained in manual handling from the venue. There should be no requirement for Leeds Conservatoire staff or students to move large equipment.
* Good manual handling practices are to be followed at all times.
* Staff receive information regarding manual handling at induction and information is available on the Conservatoire intranet (SPACE). Staff have been sent the guide for manual handling.
* Separate risk assessments are available for general and specific manual handling tasks and all staff carrying out such tasks should comply with the relevant controls.
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| **Environment** Suitable temperature, ventilation and lighting are important factors for a suitable learning area.* Inappropriate and/or inadequate temperature and ventilation can cause staff and students to feel unwell.
* Inadequate lighting can increase the risk of trips and slips and cause staff and students to feel unwell.
 | * All environmental factors such as temperature, ventilation and lighting are to be monitored during the sound checks and performances and any issues shall be raised with Estates and Facilities, or Venue and Events staff.
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| **COVID 19** All staff, students, chaperones and visitors are at risk of contracting COVID 19.  | * In addition to the Leeds Conservatoire Risk Assessment, the additional precautions will be implemented:
* Reduced capacity of audience to increase social distancing
* Gaps in between performances to enable room ventilation
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| **The Wardrobe** | * The Wardrobe has provided us with their PLI certificate, Emergency Action Plan, Fire Risk Assessment and Venue Risk Assessment. Managers and Supervisors are first aid trained. We will be using the Leeds Conservatoire Safeguarding Policy for performances taking place in The Wardrobe.
* Travel to and from The Wardrobe and Leeds Conservatoire – Students will be accompanied by their parents/carers, as well as DBS checked conservatoire tutors, plus chaperones.
* Someone will oversee checking the tickets on arrival to make sure only audience members are allowed into the performance space.
* A student sign in/out sheet will be in operation at the entrance to The Wardrobe as well as Leeds Conservatoire.
* Emergency contact details for the students will be kept securely by a Leeds Conservatoire tutor.
* There will be a designated lead tutor.
* Students will be briefed on sensible working methods before the start of the session.
* Although the performance will take place in The Wardrobe, all the usual Leeds Conservatoire policies will apply.
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| **Required Further Action** |

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| **No.** | **Issue** | **Required Action** | **Action by date** | **Completed** |
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| SIGNATURE:  | D.Brunskill |
| NAME and TITLE: | Daniel Brunskill (LJC Coordinator) |
| DATE: | 14/06/2024 |

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| SIGNATURE:  | K.Gourlay |
| NAME and TITLE: | Karen Gourlay (Head of LJC) |
| DATE: | 14/06/2024 |