

**RISK ASSESSMENT**

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|  |  | Reference no: 04072024LMEP |
| DEPARTMENT: | Leeds Junior Conservatoire |
| TASK/HAZARD:  | LMEP Education Workshops |
| LOCATION: | Leeds Conservatoire, 3 Quarry Hill, Leeds, LS2 7PD and The Wardrobe, 6 St Peter’s Square, LS9 8AH |
| Date of activity: | 04/07/2024 | Frequency (daily, weekly, monthly etc.): One off |
| PERSON(S) AFFECTED:  | Students, staff, family members |
| ASSESSMENT CARRIED OUT BY:  | James Shelton. Reviewed by Dan Brunskill  | DATE: 15/02/2022. Reviewed 26/06/2024 |

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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.)* A Latin music workshop taking place on the afternoon of 4 July 2024 for students participating in the secondary school’s workshops and concert day.
* Visiting attendees will be accompanied to this workshop day by teachers from their school/college
* There will be two workshops to separate groups delivered in the afternoon.
* This workshop will be delivered by Leeds Conservatoire staff member Jonny Enright, with support from student ambassadors.
* Visiting attendees will have access to the workshop room (218) and the café bar
* Workshop 1: 1:15-2:45
* Workshop 2: 3:15-4:4
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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
 | * 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.
* All visitors (non-Leeds Conservatoire staff and students, contractors, members of the public) are required to sign in and out at the main building.
* Security staff are always on duty at the main building Reception.
* CCTV is in operation throughout the main building and 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.
* A ‘close down’ procedure is followed to ensure the building is vacated at end of day and left in a tidy and safe condition
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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.
* A written emergency evacuation procedure is in place.
* 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 are trained fire marshals.
* 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
* Room 218 is set at 80
* Room 219 is set at 150
* Room 138 is set at 10
* Room 140 is set at 6
* Room 141 is set at 8
* The Café:Bar is set at 500
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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 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 for under 18 students will be kept by the lead teachers from the students’ school/group
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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 off 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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| **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 paneling 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 provide details for a PEEP in case of an emergency evacuation
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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 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.
* Toilets designated for U18 students are located behind the locked door at the far end of the Cafe Bar. The students will be shown how to access these at the start of the session in 218.
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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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| **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 working with under 18s in regulated activity are subject to DBS checks and must have completed mandatory safeguarding training.
* When not in lessons, participants will be in the Café Bar. 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.
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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 behavior
 | * Instructions by tutors will be given to students before the session starts on appropriate behavior
* 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.
* 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 session
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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 session
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| **Storage of musical equipment during performances**  | * Cases will be stored to the side of the room, not blocking any walkway or hindrance to accessibility. Cases must be kept close to the wall and straps should be tucked in to avoid trips
* Cases will not block any fire exits
* 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.
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| **COVID 19** All staff, students, chaperones and visitors are at risk of contracting COVID 19.  | * Covered by the Leeds Conservatoire Covid risk assessment
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| **The Wardrobe** | * When students travel to and from Leeds Conservatoire to The Wardrobe, they will be accompanied by their teacher/group leader. All students will sign in/out when entering/leaving Leeds Conservatoire.
* LMEP will provide a risk assessment for any activities carried out in The Wardrobe
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| **Required Further Action** |

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| **No.** | **Issue** | **Required Action** | **Action by date** | **Completed** |
| 1. | Communication | Ensure that this is shared with all staff working on the day | 26/06/2024 |  |

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| SIGNATURE:  | *K P Gourlay* |
| NAME and TITLE: | Karen Gourlay (Head of LJC) |
| DATE: | 26/06/2024 |

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| SIGNATURE:  | D.Brunskill |
| NAME and TITLE: | Dan Brunskill (LJC Coordinator) |
| DATE: | 26/06/2024 |