

<b>Title</b>	RSC L&NP Risk Assessment: Clore Learning Centre	<b>Reference/ Version</b>	V3
<b>Department</b>	Learning & National Partnerships	<b>Date of Assessment</b>	22/11/2023
<b>Location</b>	The Clore Learning Centre	<b>Next Assessment Due</b>	22/11/2024

## Activity

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
Practical exercises	Bumps, bruises, cuts, burns, broken limbs, sprains, twisted ligaments, pulled muscles, concussion	RSC Staff Public	<p>Participants advised upon starting workshop to work within their own limits, adapting movements or requesting adjustments as necessary. Practitioner will offer suggestions for adaptation where helpful and will check-in regularly.</p> <p>Physical warm-up run at the beginning. Anyone who misses the warm-up may be asked to sit out the activity.</p> <p>Clear instructions given regarding all practical tasks, and comprehension of the group checked before starting each activity. Further clarification given if needed.</p> <p>Health and Safety Policy in place.</p> <p>Regular pre-scheduled food &amp; water breaks for longer activities.</p>	2	2	4
Overheating during practical work	Fainting, bumps, bruises, head injury	RSC Staff Public	<p>Permanent heating/cooling system fitted.</p> <p>Staff to monitor air temperature and adjust temperature using in-room thermostats as necessary.</p> <p>Provide breaks as appropriate.</p>	3	2	6

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
			Participants advised to bring water in a refillable bottle. Practitioner to encourage use of water cooler outside the room.			
Injuries due to overcrowding	Bumps, bruises, twisted ligaments	RSC Staff Public	Numbers limited in spaces. Practitioner to check numbers upon group entry and to reallocate to another space where necessary. When undertaking practical exercises with a large amount of movement, the practitioner will use their discretion to break the group into smaller groups where useful.	3	1	3
Trip hazard when using cables for projector and laptop	Bumps, bruises, twisted ligaments, back injury, broken limbs	RSC Staff Public	Access to cable covers or tape to secure cables. RSC Staff vigilance. Staff to give safety briefing and to define work areas for participants.	4	1	4

## Building Features

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
Slips and trips	Twisted ligaments, back injury, broken limbs	RSC Staff Public	<p>Staff to give safety briefing.</p> <p>Advising on footwear to be worn prior to event. Any unsuitable footwear to be removed prior to session.</p> <p>Spaces to be checked and cleared before and after any activity.</p> <p>Floor checked prior to use and any cables covered or moved.</p> <p>Good housekeeping.</p> <p>Any fluids spilt are to be cleaned up immediately.</p> <p>Mop and wet floor signs available in the cleaning cupboard which can be accessed by the Person in Charge.</p> <p>First aider on site or contactable at from a nearby site.</p> <p>Access to first aid kits.</p>	3	2	6
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation	RSC Staff Public	<p>Staff to check fire exits and routes when opening and closing the building.</p> <p>Staff to give safety briefing.</p> <p>Clear signage in each room.</p> <p>Firefighting systems and alarms around the building regularly checked by Fire Officers.</p> <p>Information about whether any groups include wheelchair users is obtained in advance. FoH team is alerted to any wheelchair users.</p> <p>Additional information is obtained about whether the wheelchair user can transfer into the evacuation chair under our General Emergency Evacuation Plan (GEEP). If this is</p>	5	1	5

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
			<p>not possible, the FoH team to contact the group and arrange a Personal Emergency Evacuation Plan (PEEP).</p> <p>As the fire alarm is audio only, a PEEP will be developed for any deaf staff or public attending the building.</p> <p>Fire extinguishers in visible locations around the building and serviced regularly.</p> <p>No smoking policy in place.</p> <p>Separate Risk Assessments for fire held by RSC Estates Department.</p> <p>Management controls in place.</p>			
Accessible plug sockets	Electric shocks causing burns, fatality	RSC Staff Public	<p>RSC Staff vigilance.</p> <p>Maintenance checks.</p> <p>No items larger than laptops should be plugged into RSC plug sockets.</p>	5	1	5
Furniture stacked or stored, or in use	Bumps, bruises, broken limbs twisted ligaments	RSC Staff Public	<p>Public to be supervised at all times. Public should only move individual chairs for personal use, and a short safety briefing should be given when chairs are in use.</p> <p>Dynamic risk assessment to be done when moving any furniture.</p> <p>RSC Staff to attend Manual Handling Training.</p> <p>Furniture to be safely stored when not in use. Chairs should be stacked no higher than 9 per stack. Tables should not be stacked or leant against the walls or other furniture.</p> <p>Storage of the furniture to be regularly checked, notably prior to the start of any activity.</p>	4	1	4

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
			Use appropriate manual handling aids to move stacked furniture.			
Radiators	Burns	RSC Staff Public	Unit to be switched off or, if not possible, temperature to be restricted. Staff to give safety briefing. RSC Staff vigilance.	2	1	2
Power cut	Bumps, bruises, twisted ligaments	RSC Staff Public	Torches stored in each room and regularly checked by staff. Emergency lighting provided.	2	1	2
Injury from low beams (present in Room 2 and Loft)	Head injury	RSC Staff Public	Staff to give safety briefing. RSC Staff vigilance. Young people are supervised at all times. Hazard tape in place.	3	2	6
Access to storage areas	Bumps, bruises, trapped fingers	RSC Staff Public	Participants and public not to be allowed in storage areas. Doors locked and access by key and code only. RSC Staff vigilance. Staff to conduct regular tidying of area. Signage and regular emails to staff to ask that the area is kept tidy and accessible. Ensure lights are on fully before entering the space. Ensure a route is kept clear for access at all times.	2	1	2

# Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
Free-standing speaker (Room 3)	Bumps, bruises, electric shock	RSC Staff	Staff to give safety briefing and to define work areas for public. RSC Staff vigilance. Equipment only to be used by RSC Staff. Speakers to be regularly PAT tested and serviced.	4	1	4
Contact with wood panelling and cabinets	Splinters	RSC Staff Public	RSC Staff vigilance. Staff to conduct regular checks of the space.	1	2	2
Electric Piano – injury from improper use (Room 3)	Electrocution, trapped fingers, injury from moving it	RSC Staff Public	RSC Staff vigilance. Young people to be supervised at all times. All staff recommended not to move it without supervision. Regular PAT testing and servicing.	4	1	4
Falling off high stools (Loft)	Head and back injury, broken limbs	RSC Staff Public	Staff to give safety briefing. RSC Staff vigilance. Young people to be supervised at all times.	4	1	4
Kitchen (Loft)	Burns, scalds	RSC Staff Public	RSC Staff only to be allowed access. Chain barrier in place with signage. Young people to be supervised at all times when in the Loft.	5	1	5

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
			RSC Staff to be given a safety briefing before using the space. All equipment regularly updated PAT certificate.			
Slip/trip/fall on stairs	Bumps, bruises, broken limbs, back injury, head injury	RSC Staff Public	RSC Staff vigilance. Young people to be supervised at all times. Regular checks that the stairs are clear, clean and dry.	3	2	6
Toilets – wet floor	Twisted ligaments, back injury, broken limbs	RSC Staff Public	Any fluids spilt are cleaned up immediately. Mop and wet floor signs in the cleaning cupboard. Toilets to be regularly cleaned when activity taking place.	3	2	6
Injury or illness as above	Escalation of any of the above	RSC Staff Public	At least one trained First Aider on-duty throughout duration of activity.  First Aid equipment in all RSC buildings which is checked regularly.  RSC Staff with mobile & internal telephone access to Stage Door in case more assistance is required.	5	1	5

<b>V1 Assessor Name</b>	Bea Beard & Esther Mead	<b>Job Title</b>	Coordinators, Learning & National Partnerships
<b>V2 Reviewed by</b>	Jenn Smith & Sophie Hobson	<b>Job Title</b>	Coordinator & Learning Programmes Manager
<b>V3 Reviewed by</b>	Jenn Smith & Sam George	<b>Job Title</b>	Coordinator & Learning Programmes Manager

Severity		Likelihood		Risk	
Severity = Level of potential harm		Likelihood = Chance of harm		Severity x Likelihood = Risk	
1	No action, delay only	1	Very Unlikely	1 - 6	Acceptable
2	Minor injury - 1 <sup>st</sup> aid only, minor damage	2	Unlikely	8 - 10	Tolerable if strictly monitored, but try to improve
3	Injury, illness – time off work, damage	3	Fairly Likely	12 - 25	Unacceptable, further controls are mandatory
4	Major injury, disabling illness, major damage	4	Likely		
5	Fatality	5	Very Likely - Imminent		

		Severity				
		1 Delay Only	2 Minor Injury	3 Injury or Illness	4 Major Injury	5 Fatality
Likelihood	1 Very Unlikely	1	2	3	4	5
	2 Unlikely	2	4	6	8	10
	3 Fairly Likely	3	6	9	12	15
	4 Likely	4	8	12	16	20
	5 Very Likely	5	10	15	20	25