

Title	RSC Education Risk Assessment: Clore Learning Centre	Reference/ Version	
Department	Education	Date of Assessment	21 May 2016
Location	The Clore Learning Centre	Next Assessment Due	21 May 2017
Assessor Name	Fiona Ingram & Conor Gray	Job Title	Head of Education Programmes & Education Programmes Coordinator

RECEPTION

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Falling through or from windows	Broken bones, head injury, fatality	RSC Staff Practitioner Public	Top-opening windows with restriction on how far they open RSC Trainee Venue Manager (TVM) safety briefing to include no leaning out of the windows Young people to be supervised at all times	5	1	5			
Lift - electrocution	Burns, fatality	RSC Staff Practitioner Public	TVM safety briefing to include under 18 adult supervision Lift only to be used where an RSC member of staff is in the building RSC Maintenance checks	5	1	5			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation	RSC Staff Practitioners Artists Public	TVM to check fire exits as part of checklist Safety briefing Clear signage in each room Fire fighting systems and alarms around the building regularly checked by Fire Officers Separate Risk Assessments for fire held by RSC Estates Department	5	1	5			
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Child proof sockets Maintenance checks	5	1	5			
Stacked folded chairs	Trapped fingers	RSC Staff Practitioners Artists Public	Safety briefing Young people to be supervised at all times TVM assistance	2	2	4	RSC Education and TVMs to attend Manual Handling Training	Education Audience Care	July 2016
Tripping over chairs	Bumps, bruises,	RSC Staff	Ensure chairs are placed fully underneath tables or stacked	3	1	3			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
	broken limbs twisted ligaments	Practitioners Artists Public	safely at the side Room not to be used for active work						
Injury from window blind toggles	Choking	RSC Staff Practitioners Artists Client	Adult vigilance Young people to be supervised at all times TVM Check List to include safety briefing and ensuring that toggles and cord are secured	3	1	3			
Injuries due to overcrowding	Bumps, bruises, twisted ligaments	RSC Staff Practitioners Artists Public	Numbers limited Safety briefing – safe evac exit routes	3	1	3			
Lift – injury from improper use	Bumps, bruises	RSC Staff Practitioner Public	TVM safety briefing to include: under 18s to be accompanied by an adult, no overcrowding. Group control Non-RSC staff to be accompanied by a member of RSC staff	2	1	2			

ROOM 1

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Slip/ trip on floor if incorrect footwear worn	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	TVM Safety briefing Advising on footwear to be worn prior to event Unsuitable footwear to be removed prior to session	4	2	8			
Overheating during practical work,	Fainting, bumps, bruises, head injury	RSC Staff Practitioners Artists Public	Permanent heating/ cooling system fitted TVM to monitor air temperature Practitioner vigilance and give breaks as appropriate Practitioner to encourage use of water cooler	4	2	8			
Access to stacked chairs	Bumps, bruises,	RSC Staff	RSC staff to set up any chairs	4	2	8	RSC Education staff, and TVMs to attend Manual	Education	July

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
at edges of room – Lifting injury/ drop on feet/ danger from heavy high chairs falling	broken limbs, back injury	Practitioners Artists Public	needed. Safety briefing TVM to ensure chairs stacked safely and not too high (max 9 per stack) Use trolley to move stacked chairs				Handling training	Audience Care	2016
Injury from tables and bookshelf	Bumps, bruises, laceration	RSC Staff Practitioners Artists Public	Safety briefing defining work areas Practitioner vigilance	3	2	6			
Falling through or from windows	Broken bones, head injury, fatality	RSC Staff Practitioners Artists Public	Safety briefing Young people to be supervised at all times	5	1	5	Restrict opening	Estates	July 2016
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Child proof sockets Maintenance checks	5	1	5			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation	RSC Staff Practitioners Artists Public	TVM to check fire exits as part of checklist Safety briefing Clear signage in each room Fire fighting systems and alarms around the building regularly checked by Fire Officers Separate Risk Assessments for fire held by RSC Estates Department	5	1	5			
Injury from window blind toggles	Choking	RSC Staff Practitioners Artists Public	Adult vigilance Young people to be supervised at all times TVM Check List	3	1	3			
Radiator	Burns	RSC Staff Practitioners Artists Public	Unit to be switched off or, if not possible, temperature to be restricted Safety briefing	2	1	2			

ROOM 2

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Slip/ trip on floor is incorrect footwear worn	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Safety briefing Advising on footwear to be worn prior to event Unsuitable footwear to be removed prior to session	4	2	8			
Overheating during practical work,	Fainting, bumps, bruises, head injury	RSC Staff Practitioners Artists Public	Permanent heating/ cooling system fitted TVM to monitor air temperature Practitioner vigilance and give breaks as appropriate Practitioner to encourage use of	4	2	8			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
			water cooler						
Access to stacked chairs at edges of room – Lifting injury/ drop on feet/ danger from heavy high chairs falling	Bumps, bruises, broken limbs, back injury	RSC Staff Practitioners Artists Public	RSC Staff to set up any chairs needed Safety briefing TVM to ensure chairs stacked safely and not too high (max 9 per stack) Use trolley to move stacked chairs	4	2	8	RSC Education staff, and TVMs to attend Manual Handling training	Education Audience Care	July 2016
Access to storage cupboard	Bumps, bruises, trapped fingers	RSC Staff Practitioners Artists Public	TVM Safety briefing Adult vigilance Young people to be supervised at all times	2	4	8	Cupboard lock and light to be fixed	Estates	June 2016
Injury from low beams	Head injury	RSC Staff Practitioners Artists Public	Safety briefing Practitioner vigilance Ensure students are supervised at all times	3	2	6	Warning sign or hazard tape to be put in place	Estates	July 2016
Falling through or from windows	Broken bones, head injury, fatality	RSC Staff Practitioners	Top-opening windows with restriction on how far they open	5	1	5	Restrict opening	Estates	July 2016

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
		Artists Public	Safety briefing Young people to be supervised at all times						
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Child proof sockets Maintenance checks	5	1	5			
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation	RSC Staff Practitioners Artists Public	TVM to check fire exits as part of checklist Safety briefing Clear signage in each room Fire fighting systems and alarms around the building regularly checked by Fire Officers Separate Risk Assessments for fire held by RSC Estates Department	5	1	5			
Injury from window blind toggles	Choking	RSC Staff Practitioners Artists	Adult vigilance Young people to be supervised at all times	3	1	3			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
		Public	TVM Check List						
Radiator	Burns	RSC Staff Practitioners Artists Public	Unit to be switched off or, if not possible, temperature to be restricted Safety briefing	2	1	2			
Free standing costume rail	Bumps, bruises, head injury	RSC Staff Practitioners Artists Public	Safety briefing – defining work areas Practitioner vigilance	3	2	6			

ROOM 3

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Overheating during practical work,	Fainting, bumps, bruises, head injury	RSC Staff Practitioners Artists Public	Permanent heating/ cooling system fitted TVM to monitor air temperature Practitioner vigilance and give breaks as appropriate Practitioner to encourage use of water cooler	4	2	8			
Slip/ trip on floor is incorrect footwear worn	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Safety briefing Advising on footwear to be worn prior to event Unsuitable footwear to be removed prior to session	4	2	8			
Injury from free standing speakers	Head injury, bumps, bruises	RSC Staff Practitioners Artists	Safety briefing – defining work areas Practitioner vigilance	3	2	6			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
		Public							
Slip/ trip on speaker stands	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Safety briefing – defining work areas Practitioner vigilance	3	2	6			
Access to storage area – slips/ trips	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists	Access to RSC Staff only TVM to check as part of check list to include regular tidying of area Doors locked and access by key and code only Ensure lights are on fully before entering the space Ensure route is kept clear for access at all times	3	2	6	Note to go into Omnibus advising that area should be kept tidy, and route is kept clear for access at all times	TVMs Education	July 2017
Access to backstage areas	Twisted ligaments, back injury, broken limbs, head injury	RSC Staff Practitioners Artists Public Contractors	Keypad on non-fire exit doors No entry signs on fire exit doors Safety briefing RSC Staff and Contractor access only	3	2	6			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Trip hazard when using cables for projector and laptop	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Tape down cables Practitioner vigilance Safety briefing - defining work areas	3	2	6			
Access to stacked chairs at edges of room – Lifting injury/ drop on feet/ danger from heavy high chairs falling	Bumps, bruises, broken limbs, back injury	RSC Staff Practitioners Artists Public	RSC Staff to set up any chairs needed Safety briefing TVM to ensure chairs stacked safely and not too high (max 9 per stack) Use trolley to move stacked chairs	3	2	6	RSC Education staff, and TVMs to attend Manual Handling training	Education Audience Care	July 2016
Slip/trip on sound system unit and wires	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Safety briefing – defining work areas Practitioner vigilance	3	2	6	Wires to be encased in protective equipment Yellow tape to be put on the bottom of the sound system	Education	July 2016
Fire	Burns, fatality, bumps,	RSC Staff	TVM to check fire exits as part of	5	1	5			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
	bruises, broken limbs, twisted ligaments, smoke inhalation	Practitioners Artists Public	checklist Safety briefing Clear signage in each room Fire fighting systems and alarms around the building regularly checked bt Fire Officers Separate Risk Assessments for fire held by RSC Estates Department						
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Child proof sockets Maintenance checks	5	1	5			
Electric shock from sound system and speakers	Burns, fatality	RSC Staff Practitioners Artists Public	Safety briefing Equipment only to be used by RSC Staff	5	1	5			
Access to storage area - equipment	Electric Shock, burns	RSC Staff Practitioners	Access to RSC Staff only TVM to check as part of check list	5	1	5			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
		Artists	Doors locked and access by key and code only						
Slip/ trip in corridors leading from fire exits	Twisted ligaments, back injury, broken limbs	Twisted ligaments, back injury, broken limbs	Proper lighting in place TVM checklist Safety briefing	2	2	4			
Injury due to overcrowding	Bumps, bruises, twisted ligaments	RSC Staff Practitioners Artists Public	Numbers limited Safety briefing – safe evac exit routes	3	1	3			
Lower ceiling areas	Bumped head	RSC Staff Practitioners Artists Public	Safety briefing Practitioner vigilance Ensure students are supervised at all times	3	1	3			
Radiator	Burns	RSC Staff Practitioners Artists Public	Unit to be switched off or, if not possible, temperature to be restricted Safety briefing	2	1	2			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Contact with wood panelling and cabinets	Splinters	RSC Staff Practitioners Artists Public	Safety briefing Practitioner vigilance TVM to do regular checks as part of checklist	1	2	2			
Collision with freestanding lectern and trestle tables	Bumps and bruises	RSC Staff Practitioners Artists Public	Safety briefing – defining work areas Practitioner vigilance TVM to ensure lectern and trestle tables are moved to the sides of workshop space	2	2	4			

THE LOFT

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Injury from stacked chairs and benches	Bumps, bruises, broken limbs, back injury	RSC Staff Practitioners Artists Public	TVM to set up any chairs needed Safety briefing TVM to ensure chairs stacked safely and not too high (max 9 per stack) Use trolley to move stacked chairs	3	2	6	RSC Education staff, and TVMs to attend Manual Handling training	Education Audience Care	July 2016
Access to behind the bar – glassware breakages – glass shards	Cuts and lacerations	RSC Staff Practitioners Artists Public Contractors	RSC Staff and Contractors only allowed Tension barrier in place Students to be supervised at all times Glassware to be removed after each event	3	2	6	No entry sign	Education	31.10.15

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Access to behind the bar – Electric shocks	Burns, fatality	RSC Staff Practitioners Artists Public Contractors	RSC Staff and Contractors only allowed Tension barrier in place Students to be supervised at all times	5	1	5	No entry sign	Education	31.10.15
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Child proof sockets Maintenance checks	5	1	5			
Electric shock from computer, extension lead and free standing lamp	Burns, fatality	RSC Staff Practitioners Artists Public	TVM monitor use of equipment Students to be supervised at all times	5	1	5	Wires to be encased in protective equipment All items to be PAT tested	Education Estates	July 2016
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke	RSC Staff Practitioners Artists Public	TVM to check fire exits as part of checklist Safety briefing Clear signage in each room Fire fighting systems and alarms	5	1	5			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
	inhalation		around the building regularly checked by Fire Officers Separate Risk Assessments for fire held by RSC Estates Department						
Edge of wooden bench seating	Head injury	RSC Staff Practitioners Artists Public	Safety briefing Students to be supervised at all times	2	2	4			
Slipping on wet floor	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Any fluids split are cleaned up immediately Mop and wet floor signs available in the cleaning cupboard to be access by TVM	4	1	4			
Falling off high stools	Head and back injury Broken limbs	RSC Staff Practitioners Artists Public	Safety briefing Students to be supervised at all times	4	1	4			
Pitched roof	Head injury	RSC Staff Practitioners	Safety briefing Ensure students are supervised	4	1	4			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
		Artists Public	at all times						
Edge of bar	Cuts, bumps and bruises	RSC Staff Practitioners Artists Public Contractors	Safety briefing Ensure students are supervised at all times	2	1	2			
Contact with wood panelling	Splinters	RSC Staff Practitioners Artists Public	Safety briefing TVM to do regular checks as part of checklist Ensure students are supervised at all times	2	1	2			
Edges of low wood tables	Bumps and bruises	RSC Staff Practitioners Artists Public	Safety briefing Students to be supervised at all times	2	2	4			

GENERAL AREAS

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Pitched roof outside The Loft	Head injury	RSC Staff Practitioners Artists Public	Safety briefing Practitioner vigilance Ensure students are supervised at all times	3	2	6			
Slip/ trip on stairs	Bumps, bruises, broken limbs	RSC Staff Practitioners Artists Public	Safety briefing Students to be supervised at all times	3	2	6			
Slipping on wet floor	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Any fluids split are cleaned up immediately Mop and wet floor signs available in the cleaning cupboard to be access by TVM	3	2	6			

Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score			Further Control Measures Needed	Action	
				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Toilets – wet floor	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Any fluids spill are cleaned up immediately Mop and wet floor signs available in the cleaning cupboard to be access by TVM Toilets cleaned daily	3	2	6			
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Child proof sockets Maintenance checks	5	1	5			
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation	RSC Staff Practitioners Artists Public	TVM to check fire exits as part of checklist Safety briefing Clear signage in each room Fire fighting systems and alarms around the building regularly checked by Fire Officers Separate Risk Assessments for fire held by RSC Estates Department	5	1	5			

Risk Assessment

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				Severity	Likelihood	Risk Rating (S x L)		By Whom	Due Date
Foyer non-slip mat	Bumps, bruises, twisted ligaments	RSC Staff Practitioners Artists Public	TVM to monitor mat's condition and placement	2	1	2			
Power cut	Bumps, bruises, twisted ligaments	RSC Staff Practitioners Artists Public	TVM evacuation Torches to be stored in TVM office	2	1	2	Torch to be stored in each room and in the entrance hall	Education	July 2016
Chapel Installation	Bumps, bruises	RSC Staff Practitioners Artists Public	Safety briefing Students to be supervised at all times	2	1	2			

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 st 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