

Title	RSC Education Risk Assessment: Clore Learning Centre	Reference/ Version	
Department	Education	Date of Assessment	30 April 2018
Location	The Clore Learning Centre	Next Assessment Due	30 April 2019
Assessor Name	Fiona Ingram & Emma Gibbons	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 Health and safety signage	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 Firefighting 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 RSC Education and TVMs attend Manual Handling Training	2	2	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
Tripping over chairs	Bumps, bruises, broken limbs twisted ligaments	RSC Staff Practitioners Artists Public	Ensure chairs are placed fully underneath tables or stacked safely at the side Room not to be used for active work	3	1	3			
Injury from window blind toggles	Choking	RSC Staff Practitioners Artists Public	Adult vigilance and 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
Slips and trips	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 Floor checked prior to use and cables covered Good housekeeping	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 at edges of room – Lifting injury/ drop on feet/ danger	Bumps, bruises, broken limbs, back injury	RSC Staff Practitioners Artists Public	RSC staff to set up any chairs needed. Safety briefing	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
from heavy high chairs falling			TVM to ensure chairs stacked safely and not too high (max 9 per stack) Use trolley to move stacked chairs RSC Education and TVMs attend Manual Handling Training						
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 All windows have restricted opening	5	1	5			
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Sockets built to British safety standards 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 Firefighting 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
Slips and trips	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 Floor checked prior to use and cables covered Good housekeeping	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 needed	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
at edges of room – Lifting injury/ drop on feet/ danger from heavy high chairs falling	broken limbs, back injury	Practitioners Artists Public	Safety briefing TVM to ensure chairs stacked safely and not too high (max 9 per stack) Use trolley to move stacked chairs RSC Education and TVMs attend Manual Handling Training						
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 Cupboard is securely locked	2	4	8			
Injury from low beams	Head injury	RSC Staff Practitioners Artists Public	Safety briefing Practitioner vigilance Ensure students are supervised at all times Hazard tape in place	3	2	6			
Falling through or from windows	Broken bones, head injury, fatality	RSC Staff Practitioners	All windows have restricted opening	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 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 Sockets built to British safety standards 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			
Free standing costume rail	Bumps, bruises	RSC Staff Practitioners	Safety briefing – defining work areas	2	2	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	Practitioner vigilance						
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			
Electric Piano – injury from improper use.	Electrocution Trapped Fingers Injury from moving it	RSC Staff Practitioners Artists Public	Practitioner vigilance Adult vigilance Young people to be supervised at all times All staff and EAP's recommended not to move it without supervision.	4	1	4			
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 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			
Slips and trips	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 Floor checked prior to use and cables covered Good housekeeping	4	2	8			
Injury from free standing speakers and costume railing	Head injury, bumps, bruises	RSC Staff Practitioners Artists Public	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
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 Signage and regular emails to staff to ask that the area is kept tidy and accessible	3	2	6			
Access to backstage areas	Twisted ligaments, back injury, broken limbs, head injury	RSC Staff Practitioners Artists	Keypad on non-fire exit doors No entry signs on fire exit doors Safety briefing	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 Contractors	RSC Staff and Contractor access only						
Trip hazard when using cables for projector and laptop	Twisted ligaments, back injury, broken limbs	RSC Staff Practitioners Artists Public	Tape down cables and access to cable covers in TVM Office 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 RSC Education and TVMs attend Manual Handling Training	3	2	6			
Slip/trip on sound system unit and wires	Twisted ligaments,	RSC Staff Practitioners	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
	back injury, broken limbs	Artists Public	Cable covers in the TVM Office Loose cables secured						
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 Firefighting 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 Sockets built to British safety standards 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			

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 storage area - equipment	Electric Shock, burns	RSC Staff Practitioners Artists	Access to RSC Staff only TVM to check as part of check list Doors locked and access by key and code only	5	1	5			
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			
Collision with freestanding piano and trestle tables	Bumps and bruises	RSC Staff Practitioners Artists Public	Safety briefing – defining work areas Practitioner vigilance TVM to ensure piano and trestle tables are moved to the sides of workshop space	2	2	4			
Piano	Trapped Fingers	RSC Staff Practitioners Artists Public	Safety briefing Practitioner vigilance	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
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			
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			

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 RSC Education and TVMs attend Manual Handling Training	3	2	6			
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 and ‘no entry’ sign in place Students to be supervised at all times and given safety briefing	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
			Glassware to be removed after each event						
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			
Access to behind the bar – electric shocks	Burns, fatality	RSC Staff Practitioners Artists Public Contractors	RSC Staff and Contractors only allowed Tension barrier and ‘no entry’ sign in place Students to be supervised at all times and given safety briefing	5	1	5			
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Sockets built to British safety standards Maintenance checks	5	1	5			
Electric shock from computer and	Burns, fatality	RSC Staff Practitioners Artists	TVM monitor use of equipment Students to be supervised at all times	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
extension lead		Public	Equipment PAT tested Cable covers in TVM Office						
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 Firefighting systems and alarms around the building regularly checked by Fire Officers Separate Risk Assessments for fire held by RSC Estates Department	5	1	5			
Edge of wooden bench seating	Head injury	RSC Staff Practitioners Artists Public	Safety briefing Students to be supervised at all times	2	2	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			

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
Pitched roof	Head injury	RSC Staff Practitioners Artists Public	Safety briefing Ensure students are supervised at all times 'Mind your head' signs displayed	4	1	4			
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			
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			

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			
Injury due to overcrowding on stairs	Bumps, bruises, twisted ligaments	RSC Staff Practitioners Artists Public	Numbers limited, caution recommended. Safety briefing – safe evac exit routes	3	1	3			
Slipping on wet floor	Twisted ligaments,	RSC Staff	Any fluids split are cleaned up immediately	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
	back injury, broken limbs	Practitioners Artists Public	Mop and wet floor signs available in the cleaning cupboard to be access by TVM						
Toilets – 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 in the cleaning cupboard Toilets cleaned daily	3	2	6			
Electric shock from plug sockets	Burns, fatality	RSC Staff Practitioners Artists Public	Practitioner vigilance Sockets built to British safety standards 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 Firefighting systems and alarms around the building regularly checked by Fire Officers	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
			Separate Risk Assessments for fire held by RSC Estates Department						
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 Health and safety signage	5	1	5			
Foyer non-slip mat	Bumps, bruises, twisted ligaments	RSC Staff Practitioners Artists Public	TVM to monitor mat's condition and placement Mat tapes to the floor	2	1	2			
Power cut	Bumps, bruises, twisted ligaments	RSC Staff Practitioners Artists Public	Torches stored in each room	2	1	2			
Display boards	Bumps, bruises	RSC Staff	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
		Practitioners Artists Public	Students to be supervised at all times						
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			

Risk Assessment

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