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|----------------------|--|----------------------------|--|
| Title | RSC Education Risk Assessment: Clore Learning Centre | Reference/ Version | |
| Department | Education | Date of Assessment | 17.04.19 |
| Location | The Clore Learning Centre | Next Assessment Due | 17.04.20 |
| Assessor Name | Kerry Reidy and Lizzie Rawlinson | Job Title | Education Operations Manager and Education Coordinator |

GENERAL – ALL 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 |
| 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 accessed by TVM | 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 | 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 |
| | | | Practitioner to encourage use of water cooler | | | | | | |
| 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 | | | |
| 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 Management controls in place | 5 | 1 | 5 | Flashing lights installed for any deaf users of the building. | Estates | 31/07/2019 |

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 |
| | | | <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. If this is not possible, the FoH team to contact the group and arrange a PEEP.</p> | | | | | | |
| Electric shock from plug sockets | Burns, fatality | RSC Staff Practitioners Artists Public | Practitioner vigilance Child proof sockets Maintenance checks | 5 | 1 | 5 | | | |
| 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 | 4 | 1 | 4 | | | |
| Injuries due to overcrowding | Bumps, bruises, | RSC Staff | Numbers limited | 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 |
| | twisted ligaments | Practitioners Artists Public | Safety briefing – safe evac exit routes | | | | | | |
| 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 | | | |
| Power cut | Bumps, bruises, twisted ligaments | RSC Staff Practitioners Artists Public | Torches stored in each room Torches to regularly checked by TVMs | 2 | 1 | 2 | Check management system for any lift users in the event of an alarm. | FoH and Education | 30/06/2019 |

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 | | | |
| Tripping over Collapsing folded chairs due to inappropriate storage | Trapped fingers Bumps, bruises, broken limbs, twisted ligaments. | 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 | 4 | 1 | 4 | | | |
| Injury from window blind toggles | Choking | RSC Staff Practitioners Artists Public | Practitioner 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 following all workshops | 4 | 1 | 4 | Blind cords to be reduced in length. Alternative mechanism to be investigated | Estates | 30 June |
| | | | | | | | | Estates | 30 June |

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 |
| 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 Ensure that area around the lift entrance is clear | 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 |
| Injury from tables and bookshelf | Bumps, bruises, laceration | RSC Staff Practitioners Artists Public | Safety briefing defining work areas Practitioner vigilance | 3 | 2 | 6 | | | |
| Access to stacked chairs at edges of room – Lifting injury/ drop on feet/ danger from heavy high chairs falling | Bumps, bruises, 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 | | | |
| 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 | 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 |
| | | | Young people to be supervised at all times | | | | | | |
| Injury from window blind toggles | Choking | RSC Staff Practitioners Artists Public | Practitioner 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 following all workshops | 4 | 1 | 4 | Blind cords to be reduced in length. Alternative mechanism to be investigated | Estates Estates | 30 June 30 June |

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 |
| 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 | | | |
| Access to stacked chairs at edges of room – Lifting injury/ drop on feet/ danger from heavy high chairs falling | Bumps, bruises, 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 | | | |

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 |
| 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 | | | |
| Injury from window blind toggles | Choking | RSC Staff Practitioners Artists Public | Practitioner 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 following all workshops | 4 | 1 | 4 | Blind cords to be reduced in length. | Estates | 30 June |
| | | | | | | | Alternative mechanism to be investigated | Estates | 30 June |
| Access to storage cupboard | Bumps, bruises, trapped fingers | RSC Staff Practitioners Artists Public | TVM Safety briefing Practitioner vigilance Young people to be supervised at all times Cupboard is securely locked | 2 | 1 | 2 | | | |
| Electric Piano – injury from improper use. | Electrocution Trapped Fingers | RSC Staff Practitioners | Practitioner vigilance Adult vigilance | 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 |
| | Injury from moving it | Artists Public | Young people to be supervised at all times All staff and EAP's recommended not to move it without supervision. Up to date PAT Testing | | | | | | |

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 |
| Access to stacked chairs at edges of room – Lifting injury/ drop on feet/ danger from heavy high chairs falling | Bumps, bruises, 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 | | | |
| Injury from free standing speakers and | 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 |
| Access to storage area – slips/ trips | Twisted ligaments, back injury, broken limbs | RSC Staff Practitioners Artists | <p>Visitors must be accompanied and supervised by RSC Staff</p> <p>TVM to check as part of check list to include regular tidying of area</p> <p>Doors locked and access by key and code only</p> <p>Ensure lights are on fully before entering the space</p> <p>Ensure route is kept clear for access at all times</p> <p>Signage and regular emails to staff to ask that the area is kept tidy and accessible</p> <p>Annual tidy by RSC Education staff</p> | 3 | 2 | 6 | | | |
| Slip/trip on sound system unit and wires | Twisted ligaments, back injury, broken limbs | RSC Staff Practitioners Artists Public | <p>Safety briefing – defining work areas</p> <p>Practitioner vigilance</p> <p>Cable covers in the TVM Office</p> <p>Loose trailing cables secured</p> | 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 |
| Access to backstage areas including stairs | 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 | 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 PAT Testing up to date | 5 | 1 | 5 | | | |
| 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 | | | |
| Trip hazard when using cables for projector and laptop | Bumps, bruises, twisted ligaments, | RSC Staff Practitioners Artists | Tape down cables and access to cable covers in TVM Office Practitioner vigilance | 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 |
| | back injury, broken limbs | Public | Safety briefing - defining work areas | | | | | | |
| 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 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 | | | |
| Slip/trip on speaker stands | Bumps, bruises, twisted ligaments, | RSC Staff Practitioners Artists Public | Safety briefing – defining work areas Practitioner vigilance | 3 | 1 | 3 | | | |
| Lower ceiling areas | Bumped head | RSC Staff Practitioners Artists | Safety briefing Practitioner vigilance | 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 | Ensure students are supervised at all times | | | | | | |
| 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 |
| 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 | | | |
| 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 | | | |
| Access to behind the bar – glassware breakages – glass shards | Cuts and lacerations | RSC Staff Practitioners Artists Public Contractors | RSC Staff and Contractors only allowed Chain barrier and 'no entry' sign in place Students to be supervised at all times and given safety briefing Glassware to be removed after each event | 3 | 1 | 3 | | | |
| Edge of bar | Cuts, bumps and bruises | RSC Staff Practitioners Artists | Safety briefing Ensure students are supervised at all times | 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 |
| | | Public Contractors | | | | | | | |
| 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 | | | |

FOH AREAS – CORRIDORS, STAIRS, LANDING

| 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 | 4 | 2 | 8 | | | |
| Slip/trip/ fall on stairs | Bumps, bruises, broken limbs, back injury, head injury | RSC Staff Practitioners Artists Public | Safety briefing Students to be supervised at all times | 4 | 2 | 8 | | | |
| 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 | TVMs to check between groups | FoH | 31/05/2019 |

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 on stairs | Bumps, bruises, broken limbs, back injury, head injury | RSC Staff Practitioners Artists Public | Numbers limited, caution recommended. Safety briefing – safe evac exit routes | 4 | 1 | 4 | | | |
| Desk | Bumps, bruises | RSC Staff Practitioner Artists Public | Visual check to ensure desk is in position as per evacuation guidelines. Safety briefing | 2 | 2 | 4 | | | |
| 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 Ensure that area around the lift entrance is clear | 2 | 1 | 2 | | | |
| Foyer non-slip mat | Bumps, bruises, | RSC Staff Practitioners | TVM to monitor mat's condition and placement Mat taped to the floor | 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 |
| | twisted ligaments | Artists Public | | | | | | | |
| Exhibition space/ Loft foyer | Bumps, bruises, twisted ligaments | RSC Staff Practitioners Artists Public | Safety briefing Young people to be supervised. Dynamic RA to be done when new items are installed. Lift area to be kept clear at all times. | 2 | 1 | 2 | Mind your head sign to be installed Mind the step sign to be installed | Estates | 31/05/2019 31/05/2019 |

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 |