

Risk Assessment for the Faculty of Music's use of the Holywell Music Room

Introduction

This risk assessment has been drawn up in line with University Policy Statement [S1/02](#) "The Management of Health and Safety at Work Regulations 1999" which requires amongst other things that all departments/institutions carry out full and comprehensive assessments of risks and commit the significant findings of these assessments into writing.

Ref	COLUMN A HAZARD	COLUMN B WHO MIGHT BE HARMED?	COLUMN C HOW THE RISK IS CONTROLLED	COLUMN D WHAT ACTION IS NECESSARY
	FIRE	Employees, Visitors, Members of College, Members of the Public, Performers	<p>This ground floor room with existing furniture is capable of holding a maximum 200 including performers and staff at any one time.</p> <p>There are 2 exits each of which is capable of allowing 80 persons to pass in the evacuation time of 2.5 minutes.</p> <p>No chairs may be placed in the exits or gangways at any time.</p> <p>Users of the Music Room are informed that instruments must not be placed so as to obstruct exits at any time.</p> <p>All doors are unlocked/unbolted and available for use without a key at all times when the room is occupied.</p> <p>Exit signs are clearly visible and are illuminated by normal lighting and emergency lighting in the event of a mains electricity failure.</p> <p>All hirers of the Music Room are informed that they must designate 2 competent adults (ie aged 18 or over) to act as Stewards for attendance of 0-99 and 4 Stewards for attendance of 100-200. They must be familiar with the Fire Regulations and layout of the hall, the position and use of fire appliances and they are responsible for evacuating the building in case of fire.</p> <p>The Hirer/Supervisor and Stewards must be on the premises at all times when the public are present.</p>	All Heads of Departments/Managers to instruct staff to comply and notify relevant Organisers/Hirers/Stewards

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	Fire from Smoking and/or accumulated litter	Employees, Visitors, Members of College, Members of the Public, Performers	<p>Stewards and Supervisors must ensure that:</p> <p>No smoking is permitted in the Music Room at any time;</p> <p>No 'real' flames (including candles) may be permitted at any time;</p> <p>The number of persons admitted including performers does not exceed 200 and that the audience is seated in designated seating areas;</p> <p>That gangways and exits are kept clear at all times;</p> <p>That all incidents – fire, accidents, theft, breakages are reported to the Duty Porter at Wadham College;</p> <p>That all litter, including discarded programmes and posters is removed from the premises after each performance.</p>	
	Fire from Electrical Equipment	Employees, Visitors, Members of College, Members of the Public, Performers	<p>Health & Safety training of staff</p> <p>Regular PAT testing of portable equipment</p> <p>Any faults like frayed wires, broken plugs or any damaged equipment is removed from the Holywell Music Room by the Staff and reported to the Steward, Duty Porter and/or Maintenance Dept</p> <p>Users of the Music Room are instructed to switch off all heating and lighting and where applicable all plugs are pulled out. Lodge Duty Porter to ensure that where appropriate appliances are turned off at night.</p>	<p>Staff reviewed annually.</p> <p>Works Department to ensure portable equipment included in annual PAT testing and that all other equipment as appropriate is tested annually.</p> <p>All Heads of Department/Line Managers have instructed staff to comply with items 3 and 4</p>

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	<p>Outside entrance</p> <p>Risk of slips, trips or falls on uneven paving and steps with poor lighting</p> <p>Risks of slips, trips and falls increased in winter when there is ice and when there are fallen leaves or algae. Risk at junction between gravel and path.</p>	<p>Employees, Visitors, Members of College, Members of the Public, Performers</p> <p>Employees, Visitors, Members of College, Members of the Public, Performers</p>	<p>Some lighting provided.</p>	<p>Additional lighting required during hours of darkness. Stewards to be available outside to warn members of the public of uneven steps at entrance.</p> <p>Appoint Stewards to give assistance during events and to inform performers and members of the public of the risks and advise caution. Ensure regular inspection of the steps for signs of algae and arrange for regular cleaning/power spraying to remove slime. Leaves to be swept up prior to events. De-icing salt available in Ticket Office.</p>

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	<p>Entrance Hall</p> <p>Risk of slip, trips and falls due to uneven paving.</p>	<p>Employees, Visitors, Members of College, Members of the Public, Performers</p>	<p>Hall and corridors are kept free of obstacles and any extraneous materials or equipment that might contribute to slips, trips, and falls.</p>	<p>Appoint Stewards to give assistance during events and to conduct visitors away from the steps and into the auditorium.</p> <p>Brightly coloured notices in place to warn people of uneven floors.</p> <p>Stewards to warn performers and members of the public of uneven paving.</p>

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11	Fire Hazards	Staff Performers General Public	<p>Ensure all electrical safety precautions in place to prevent electrical source of ignition (see above).</p> <p>Ensure all extraneous, combustible materials removed from site promptly.</p> <p>Fire detection and alarm system operating (responsibility for testing and maintenance is the responsibility of Wadham College).</p> <p>System established for complete evacuation to muster point. (relevant details provided by WadhamCollege)</p>	<p>Strict no smoking policy.</p> <p>Staff to arrange safe storage of waste materials prior to disposal. Staff and performers to be apprised of fire detection system and familiar with alarm (Information to be supplied by Wadham College)</p> <p>Named person to take control in fire situation and liaise with fire service. Instructions and information relating to fire action must be communicated by Wadham College and provided to the Music Faculty and other parties.</p> <p>Staff to be thoroughly briefed regarding these emergency arrangements, to include members of the public – system of communication and clear lines of responsibility must be established.</p>

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12	First Aid (note- no legal requirement to provide first aid cover for public)	Staff Performers	Trained first aider or first aid appointed person present at all times. Adequate first aid supplies on site	Staff and performers to be apprised of first aid provision during performances and how to go about obtaining assistance.
13	Accident reporting	Staff Crew	Accidents to be reported promptly – accident book to be kept with first aider. Copy of report sent to Safety Office ASAP.	(note- if member of public is injured and taken to hospital then Safety Office must know ASAP – fill in accident report form)