



## Risk Assessment

<b>Assessors Name:</b>	End of Year Show Committee	<b>Date:</b>	05/11/13
<b>Activity:</b>	End of year show including fashion show at Leeds Museum	<b>Review:</b>	12 months

Hazards and Risks		Control Measures		Action Plan		
Identify the Hazards?	Who might be harmed and how?	What is already being done?	Further action is required?	Who?	Target?	Complete
<b>Pre-show Construction</b>						
Use of external contractors, poor practices and lack of competency.	Staff and visitors.  Injuries from electrical shock/burns, fire, cuts/abrasions, muscular skeletal and other physical injuries and slips, trips and falls.	Only approved contractors from the College's approved supplier list to be used.  Risk assessments and method statements to be provided.  All works to be carried out in accordance with the College's Contractor Working Guidelines.				

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General lifting and carrying.	Staff and students. Injuries to back and muscular skeletal.	Manual handling minimised as far as possible, broken down into smaller loads/assistance sought.  Appropriate footwear worn.  Mechanical lifting aids available (trolleys etc.)  Good housekeeping and workplace layout.  Heavy items stored at waist level.  Floor surfaces unobstructed and slip free.				

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<b>Exhibition</b>						
Wet floors.	Staff and visitors. Injuries from slips, trips and falls.	Cleaner will be available to clean up spillages and ensure that floors are fully dried before reopening the route.  Immediate cleaning up of spillages.  Ensure arrangements are in place for clearing up and safely disposing of any litter left after the event.				
Fire.	Staff and visitors.	No smoking building.  Smoking to be confined to courtyard.  Internal evacuation will be managed by estates team  Emergency muster point to be car park area and path area to the side of the Leeds City College.				

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Trailing cables.	Staff and visitors. Injuries from trips and falls.	All loose cables around exhibits will be secured with rubber trunking, duck tape and hazard tape.				
Electrical equipment.	Staff and visitors. Injuries from electrocution	Pre-use check conducted by users.  Electrical equipment subject to regular safety inspection and test ('PAT testing').  Sufficient outlets to support the range of equipment normally used.  Use extension leads and adaptors only where necessary.  Cable covers to be used.  Ensure good housekeeping is maintained.  Mains powered portable equipment to be protected				

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		<p>by RCD in higher risk situations, e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed.</p> <p>All faulty equipment to be taken out of use immediately and reported to the estates department.</p>				
Poor visibility.	<p>Staff and visitors.</p> <p>Injuries from trips and falls.</p>	<p>All routes should be sufficiently lit for people to see their way around safely.</p> <p>All escape routes have emergency lighting in the event of power failure.</p>				
Access/egress and space.	<p>Staff and visitors.</p> <p>Injuries from overcrowding and crushing.</p>	<p>Lock down areas of building not in use.</p> <p>Strategically positioned supervision.</p> <p>Approximate number of attendees to be estimated.</p>				

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		<p>Adequate space, circulation routes and emergency exits.</p> <p>Designated entrance and exit points.</p> <p>Adequate numbers of staff supervising.</p> <p>Agreed emergency procedures in place.</p>				
Unacceptable and disorderly behaviour.		<p>Zero tolerance on the use of illicit substance and misuse of alcoholic</p> <p>Alcoholic drinks to be limited to one drink per person.</p> <p>Security to be on duty.</p>				
Insufficient first aid cover.	<p>Staff and visitors.</p> <p>Delayed assistance for accident/injury.</p>	<p>First aid equipment is located in the workshop.</p>				
Inadequate welfare facilities.	<p>Staff and visitors.</p> <p>Discomfort.</p>	<p>College toilets are used.</p> <p>Adequate supervision.</p>				

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Supplying food and drink.	Staff and visitors.  Food related illnesses.	All food supplied for any College event must comply with Hazard Analysis & Critical Control Points (HACCP)  No alcohol will be allowed at the event other than that supplied by the College.  Consumption of alcohol will only be permitted in designated areas.				
Cuts from glass.	Staff and visitors.	All drinks to be served in plastic glasses.				
Post event security.	Staff and visitors.  Injury from attack, theft, locked in building, building damage and fire.	The FAD team to ensure:  1. All electrical art work is powered down.  2. All studio lights to be turned off.				

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		3. All windows are closed.  Building supervisor to check toilets and building to ensure all parties have left.				
Non compliance with DDA.	Accessible.  Fire evacuation.	DDA compliant building.  Access to building to be through side gate.				

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<b>Construction of Catwalk at Leeds Museum</b>						
Lifting/moving of staging kit.	LCA and museum staff.  Slips, trips, falls and back strain.	Control/limit access to the delivery and construction area to Leeds College of Art staff only.  Leeds College of Art staff training in lifting techniques.  Bulk transport of panels to				



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		<p>be done on trolleys.</p> <p>All panels to be stacked flat to floor. Maximum height 1mtr.</p> <p>Correct PPE to be worn - steel toe cap boots.</p> <p>Manual lifting to be done - maximum 1 panel</p>				
Tools for assembly.	<p>Leeds College of Art staff.</p> <p>Cuts, bruising.</p>	<p>Chosen system.</p> <p>Use minimal and basic tools/keys. No power tools required.</p> <p>Tools/keys to be used in build up.</p>				
<p>Variation on Levels of catwalk.</p> <p>Movement.</p> <p>Uneven surface.</p> <p>Incorrect construction</p>	<p>Museum/Leeds College of Art Staff.</p> <p>Slips, trips and falls.</p>	<p>Specific system for purpose with all sections at 400mm height. All lock together to keep fixed. All carpets fixed.</p> <p>Steps at 200mm to be fitted for on and off.</p> <p>All staff experienced in</p>				

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		<p>construction of system.</p> <p>Tie-wrap to key junction for additional rigidity.</p> <p>Work to 'sketch' drawing for layout.</p>				
Wear to museum floor.	Museum floor.	Plastic fittings to base of staging.				

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<b>Fashion Show at Leeds Museum</b>						
Security of models.	<p>Models.</p> <p>Nuisance.</p>	<p>Barrier off walkway for models.</p> <p>Models to keep to the right hand side of walking walkway to and from changing room.</p>				
Slip, trips and falls of models.	Injury.	Distance from changing area to cat walk to be kept to the				

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		<p>shortest possible distance.</p> <p>Models will have to climb no more than 4 steps and a handrail will be provided.</p> <p>Models will not be permitted to consume alcohol prior to the event.</p> <p>Any model found to be under the influence of alcohol or any illicit substance will not be permitted to partake in the show.</p>				
Event videoing.	<p>Staff and visitors.</p> <p>Slip, trips and falls.</p>	<p>Position of AV kit to be pre-agreed with museum and close as reasonably possible to power source.</p> <p>All cabling to be fixed and secured.</p>				
Fire, first aid and security within the museum.	Refer to museum risk assessment.	Refer to museum risk assessment.				
Overcrowding.	Staff and visitors.	Fashion show to be ticket only event with two				

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	Slip, trip, falls and crushing.	<p>showings; 7pm and 8pm.</p> <p>Tickets will specify either upper or lower tier seating location.</p> <p>Show will last for approximately 30mins with 15 minutes for audience dispersal and 15 minutes for reoccupation in between showings.</p>				