



MUSIC PERFORMANCES & EVENTS HANDBOOK

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1. Introduction

This handbook has been produced to help students and staff understand their responsibilities when carrying out music performances and events both off site and at Leeds Arts University as part of their course. It provides direction and assistance in the processes to be adopted when planning such events.

Any music performances and events that are organised whether off site or at the University require a sufficient level of risk assessment and forward planning for the prevention of injury, harm or damage through identifying, eliminating and controlling hazards and risks. The amount of time that is required for planning will vary dependent upon the size, type and duration of the performance/event.

In addition to ensuring the safety of participants, these procedures are similar to those used in the creative industries and are part of the process of developing your professional practice and understanding how your work impacts on the wider community and environment.

2. Training and Abilities

Risk assessment training is provided for all staff who cascade this information to students in briefing sessions. Health and safety is also reinforced during practical skills workshops and other sessions as an integral part of courses.

It is essential that students attend any sessions that cover health and safety and fully understand the processes outlined in this handbook before planning any performance whether off site or at the University. If students require further assistance in undertaking the necessary processes, including carrying out risk assessments, this should be discussed with their Module Leader before planning commences.

It may be useful to be aware of any pre-existing conditions that people involved may have in case their condition may be triggered or aggravated e.g. particular difficulties with certain situations such as height, confined spaces, noise, high Sound Pressure Levels (SPLs) crowds or strobing lights. Often people may be unwilling to disclose such conditions, so students and staff need to be sensitive to this when planning any work that may cause such difficulties.

3. Risk Assessment

Risk assessment is essential to ensure the health and safety of all participants.

Initially students should outline their proposal to their Module Leader, discuss the feasibility of carrying out the proposed event or activity and seek preliminary approval after a detailed discussion has taken place over ideas and outline.

Module Leaders should use their judgement and make an informed assessment as to the level of risk proposed by the performance/event, prior to giving preliminary approval. If necessary, advice may be sought from Estates (Risk & Safety).

Examples of low risk activities:

- Carrying out music performances within teaching rooms
- Carrying out music performances within the auditorium with an internal audience

Examples of medium to high risk activities:

- Students carrying out performances within the University but outside the teaching rooms or the auditorium
- Students carrying out any performances outside of the University
- Performances in the auditorium with external audiences

Preliminary approval for the event should be given to the student by email, only when this has been received by the student should further planning take place.

If preliminary approval is given and the Module Leader has deemed the event is covered by a course generic risk assessment, no further action is needed other than for the student to read the generic risk assessment carefully and act accordingly, these are available on eStudio. If preliminary approval is given and the Module Leader has deemed it is not covered by a course generic risk assessment, students must complete a music & performance safety assessment form (Appendix A and available on eStudio) and submit this to the Module Leader for approval before any further arrangements take place.

In certain cases where the level of expected safety risk is considered medium/high, the Module Leader will need to consult with the Course Leader, Programme Director and/or Estates (Risk & Safety) prior to deciding whether to approve the event. They may decide to ask for additional actions or changes as a condition of approval.

If approval is not received then the event cannot take place. If events take place without being approved, students and staff will not be covered by the University's Public Liability Insurance and may be liable for disciplinary action being taken against them.

In the University, risk assessment is a two-tier process:

- Generic risk assessments that have already been completed by course staff and approved by the Course Leader, and are for use in low risk and stable operating environments. An example of a generic risk assessment for Art & Design can be found at Appendix C. These should all be stored on the course S drive and be available on eStudio for students to access.
- Music performance and event risk assessments are a specific and more detailed risk assessment that needs to be completed by the student (or staff members) and approved by the relevant staff when the activities do not fall under those covered by the generic risk assessment.

The purpose of any risk assessment is to eliminate or control the risks to as low a level as is reasonably practicable, safeguarding the wellbeing of all participants and of anyone who may be affected by the activity. This includes members of the public and any bystanders.

Risk assessments should be thought through carefully and involve the following:

- Identify the hazard(s)
- Who will be exposed to the hazard(s)
- A brief description explaining how an accident or illness may occur and what kind of injury might result
- An assessment as to the probability of the hazard occurring, expressed in terms of 'low', 'medium' and 'high'
- An assessment of the consequence of an injury occurring, expressed in terms of 'low', 'medium' and 'high' impact
- A brief description of the control measures to be put in place to eliminate the hazard(s) or reduce the level of risk involved

The way to stay safe is to consider each performance/event and think of what exactly could go wrong.

Where the event is a group performance, one named student (organiser) must be responsible for the management of the health and safety arrangements, including conducting location research, risk assessment, completion of all relevant safety documents, seeking safety advice as necessary. All health & safety measures must be effectively communicated by the organiser to all participants or affected parties prior to the event taking place.

In addition to the Music Performance & Events risk assessment, the University also has risk assessment forms for 'film and photography shoots' and 'art & design exhibition and installation' which may be used by students and staff in the event they are more suited to the activity being planned. These forms are also available on eStudio.

4. Music Performance and Event Venues

Searching for an appropriate venue involves a number of considerations. In the event of a claim being made against the University from the inappropriate use of a venue by students, the students and Module Leader will be held responsible for this. Most places will require a copy of the University's Public Liability letter before they will give permission for shoots to take place. This can be found on the [Portal](#).

Determining an appropriate venue to use involves a number of considerations and therefore an informed judgement should be made by the student organiser and Module Leader, taking into account all information supplied by the venue and the risk assessment, ensuring that all approvals have been given prior to any event taking place.

Whichever location (not including teaching rooms or auditorium) is chosen to carry out the event or activity, a music performance/event risk assessment should be completed. If performances or events are taking place within teaching rooms or the auditorium with an internal audience, the generic risk assessment should be used.

5. Overseas

Notwithstanding an assessment of the risks to equipment or the practicalities and logistics of equipment loan, transport and travel, overseas performances are also subject to an assessment of risks that local laws, protocols, customs, expectations or political climate may also bring about.

6. Performers and Contributors

External participants or contributors should ideally be volunteers as this avoids contractual obligations on either party.

Participants or contributors should be asked to sign a release form for the work produced before any event takes place and a signed copy should be retained for recording purposes.

If at any point there is a need to bring any external performers or contributors into the University, students must get prior approval by email from the Module Leader/Course Leader, which gives details of the person visiting, areas of the building they will be accessing and the reason for the visit. This email must be shown to the reception staff for the visitor to gain access to the building. Students and staff should feel comfortable that the people they are inviting into our buildings will follow all conduct and safety requirements of the University. The visitor must be met by their host at reception, be registered into the visitors book and be accompanied by their host at all times.

7. Planning

Music performances or events whether off site or on University premises require effective planning, which is concerned with prevention through identifying, eliminating and controlling hazards and risks. The amount of time that is required for planning will vary dependent upon the size, type and duration of the performance/event.

All activities taking place must be risk assessed. If a medium to high level of risk is present then the student must seek advice from the Module Leader to establish whether or not it is necessary to carry out the performance/event in the manner proposed. There may be other ways to enable a performance/event to take place. Some actions will require special approval due to the nature of the hazards and the higher risks involved before the music event or activity can be given approval.

In this instance the Module Leader should seek advice from the Course Leader prior to approval being given, who in turn may seek advice from the Programme Director and/or Estates (Risk & Safety).

Risk assessments, which are completed by students (Appendix A and available on eStudio) must be submitted by email to your Module Leader giving as much detail as possible to enable your Module Leader to make an informed decision.

Before submitting the risk assessment form to your Module Leader, it is important to read and understand the health and safety declaration. By sending an electronic form, students accept full responsibility for implementing the health & safety arrangements for the event.

Students are required to submit the risk assessment form to their Module Leader at least two weeks prior to their intended performance or event. This is to provide sufficient opportunity for the Module Leader to discuss with the student any aspects of the risk assessment and will also allow time to seek any further advice needed before approval is given by the relevant staff.

If after considering the contents of the risk assessment, approval for the music performance/event is given, the form will be signed by the relevant staff and given to the HE Administrative Assistants, who will email a copy to the student and scan and file the approved risk assessment on the course S drive. This form should be saved in the organisers name using the convention initial.surname.dd.mm.yy.SAF (date of event).

When booking instruments or equipment, students should seek advice from the Module Leader and support staff on the most suitable equipment to use. This may assist in eliminating the need for unnecessary lifting and carrying as well as reduce the financial risk to the student and the University.

An itinerary for the music performance/event should be prepared, including travel arrangements, schedules, break times, etc. All those taking part in a music event should be given information and a clear understanding of their responsibilities by the organiser, in particular the health and safety controls that are being implemented. This could be given as a safety brief or the music performance/event safety assessment form could be cascaded to all those taking part.

Students using their own vehicle to transport instruments and equipment being used are personally responsible for making certain it is suitable for the task. This includes that it is in road worthy condition with the necessary certification, and that the driver has the correct driving license classifications and level of motor insurance cover to allow the vehicle to be used for this purpose. Similarly, anyone else driving or providing vehicles for the performance/event must adopt the same standard.

8. Good practice

Make certain you take with you a quantity of drinking water and healthy snacks to maintain energy levels, especially if facilities are scarce or unlikely to be accessible.

Ensure your mobile phone is fully charged and your account has sufficient credit to make any required calls. Programme in any relevant numbers so you can make rapid contact in the event of an emergency.

Personal contacts may need to be made aware that you will have to switch your phone off during performances, it may be helpful to indicate a time when you may next be able to respond to any messages in order to avoid causing unnecessary concern.

9. Collecting and Transporting Equipment

You must exercise care when lifting and carrying equipment, taking into consideration the weight and size of any items or combination of items, the position of any carrying straps or handles, and any hard corners or projections. Manual handling principles should be adopted wherever possible.

Trolleys are available to assist in transporting heavy items of equipment to and from loading areas, so please obtain these where necessary from the music department or Estates. Consideration of transporting heavy items of equipment should be taken into account when researching venue locations.

If you are carrying equipment on public transport, ensure you have an adequate number of people to share the load and avoid causing injury to other passengers when moving and stowing any items.

Keep alert for any suspicious activity that may pose a threat to your personal wellbeing and that of any members of your group. Always keep any items of baggage attended and in view, and comply with any directions given by official transport personnel, especially if they advise your baggage handling arrangements are deemed to be causing safety or security issues.

If you are using your own vehicle to collect equipment from the University you must seek authorisation to park temporarily in the area designated for loading (undercroft) from reception. Keep building exits free from obstruction and any emergency vehicle access routes clear at all times. You should not take any large musical instruments or equipment through the main entrance.

10. Setting Up

Upon arrival at the venue, check the layout for any additional hazards which may be present which have not been accounted for previously. Check the whole environment to ensure there are no unexpected conditions that will affect the health & safety procedures and controls you have accounted for.

If there are any adverse changes to the initial assessment of the venue then you must consult with your Module Leader prior to continuing. If you find any adverse changes when you arrive, contact your Course Administrator by phone. A tutor will then call you back as soon as possible to discuss the situation before you start the performance/event.

Ensure the work area is clear of any slip or trip hazards and any people who are not directly involved.

Take care when erecting and assembling the performance/stage area, musical instruments and equipment. Check for any overhead fixtures and fittings, including lighting and other electrical installations that could pose a hazard. Ensure that all cables are tidied and not liable to cause a slip, trip and fall hazard. Speakers/Amplifiers should be set up as per your inductions and training, taking into account a person's exposure to noise/ sound pressure levels (SPLs).

You need to ensure any mains extension reels are fully extended to prevent the cable from overheating. This however increases the potential for trips, so you must ensure any excess cable is laid out in a safe area. Do not overload sockets of extension leads (maximum 13amps unless otherwise stated). You must prevent any electrical cables or connectors from being overloaded, exposed to water, which includes puddles, spilled liquids, etc.

11. During the Performance

During any performance there is a high risk of becoming preoccupied with the demands of the performance/event and this is when there is a greater chance of an accident occurring.

All control measures put in place should be applied and safety arrangements monitored continually for changing conditions. For example members of the public moving closer to the noise/sound pressure level (SPL) source (speakers/amplifiers).

At no stage during the performance should you put yourself or others at any unnecessary risk.

The area where you are operating in may be darker and therefore trip hazards are less visible so check the floor frequently and remove any items that may have been placed in work areas to a suitable safe place.

12. Noise/Sound Pressure Levels

When musicians perform as part of their course they have a responsibility to themselves and others affected by their acts or omissions to ensure they stay safe.

Noise and sound pressure levels are a foreseeable hazard (sound waves) at music performances and events. This is inevitable as it travels in all directions, however when sound waves come across obstacles, they either bounce off them, creating echoes or they continue vibrating inside the surrounding structures, as impact noise.

We all have a duty to protect those that are exposed to noise or higher than usual sound pressure levels. All venues have a duty to assess risks from noise and sound pressure levels, and put in control measures to remove or control it.

To help students minimise the risk to their hearing at performances and events, a number of simple control measures can be implemented by the student organiser to help, which will vary dependant on layout of venue etc.

Position yourself at a suitable distance from speakers/amplifiers and noise/ sound pressure level generating instruments. Ensure noise/ amplification sources, where possible, are directed away from the performer(s) and at a suitable distance from any audience members.

Take regular breaks from noise or higher than usual sound pressure levels, as overall dosage has an impact on hearing, and have your breaks where there is minimal/no noise.

Use suitable hearing protection (ear plugs) or specific noise reduction headphones where necessary to protect your hearing.

13. After the Performance

After you have finished the performance it is very likely everyone involved will be in a rush to leave. This puts everyone involved at greater risk and you must give proper consideration to leaving safely.

Once all instrument's, equipment, cables, etc. have been removed, clear the rest of the location picking up any litter and cleaning up any spillages to prevent endangering subsequent users of the space.

14. In the Event of an Accident or Incident

If there is an accident or incident (whether or not it causes injury), you will need to take prompt action.

The steps below should be followed in any event:

1. Stay calm and take control of the situation.
2. Ensure no one else (including yourself) is exposed - this may require as far as is possible such measures as evacuation from the venue to a safe area, shutting off mains electrical supply, extinguishing potential sources of ignition, isolating the area, etc.
3. If a performer or contributor falls ill, or is injured, or there is a life threatening emergency consult with the venue in order to call 999, otherwise seek urgent medical assistance by calling 111 for advice and support.

4. If the injured/sick person is taken away by ambulance, make certain you know which Accident & Emergency department they are being taken to so that next of kin can be informed.
5. The University should be informed immediately of the incident.
6. Inform your venue contact (as designated in your music performance/event risk assessment form) that an incident has occurred. They may have local procedures that need to be followed.
7. If safe to do so, take photographs of the scene, obtain witness contact details and if possible isolate any relevant items that can be used as evidence in the event of an accident investigation.
8. Only resume the performance if you are absolutely certain the events leading up to the incident will cause no further harm or injury to others.
9. In compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, and University policy, all accidents, or any incident that could have resulted in an accident (near miss), must be reported as soon as possible. Contact your Module Leader to ensure that an accident/incident report form is completed.

Appendix A:

**Safety Assessment Form
Music Performances & Events**

To be used for events that would not be covered under a course generic risk assessment.

Before completing this form please refer to the Music Performance & Events Handbook for guidance to help ensure your event is as safe as is reasonably practicable.

Organiser details			
Name:		Tel:	
Course: Level:		Student Number:	
		Module Leader:	
Event Date(s):	From:		To:

Number of participants:	
Total number of all persons involved. For legal reasons please provide details of any participants under 18.	

Venue:	
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Venue approval received from:	
If on University premises (other than the teaching spaces or auditorium) this is required from Estates before the event takes place	

State which paperwork has been submitted/received from the list below:
(As a University we do not have control of how the externally owned venues we may want to use are managed. It is therefore important that we make checks that buildings are safe and meet legislative compliance as a public venue before we use them. We can do this by asking the venue owner/ operator to provide the relevant documents listed below)

<ul style="list-style-type: none"> • Emergency Evacuation procedures <small>(This will inform you what to do in an emergency evacuation)</small> 	
<ul style="list-style-type: none"> • Periodic/Fixed Electrical Testing Certificates <small>(These ensure that the electrical systems are safe to use in a building)</small> 	
<ul style="list-style-type: none"> • Venue Sound Level risk assessment - music <small>(A venue may have a policy or risk assessment for sound level control, ensuring it does not exceed levels where it has the potential to cause damage to hearing)</small> 	

<ul style="list-style-type: none"> Public Liability Insurance (All public venues are required to have public liability insurance, to ensure they are covered should an incident occur) 	

<p>Description of the performance/event - Include all details such as the instruments, equipment to be used for performance or recording, any props, transport, any external participants, effects (eg. dry ice etc).</p>

Identifying, Evaluating, Controlling and Rating Risk

Risk Rating Guidance

Severity of potential risk		Likelihood of potential risk	
High <ul style="list-style-type: none"> Hazards capable of resulting in death, severe injury, disability or serious illness High cost both to individual and organisation 	3	High <ul style="list-style-type: none"> Likely to occur at any time during the event 	3
Medium <ul style="list-style-type: none"> Hazard capable of resulting in moderate personal injury/illness/damage/loss capability 	2	Medium <ul style="list-style-type: none"> May occur during the event 	2
Low <ul style="list-style-type: none"> Hazard resulting in minor injury requiring first aid treatment A minor loss event to the individual or the organisation 	1	Low <ul style="list-style-type: none"> Unlikely to occur 	1

The risk rating guidance above should be used to assist you in determining the severity of the potential risk and likelihood of potential risk of hazards. In the table below tick the items that you believe are potential hazards (any not listed put in ‘other hazards’).

Having identified the hazards, you then have to consider how likely it is that harm will occur and to who; i.e. the level of risk and what to do about it. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and the things you need to do to manage them responsibly.

The risk rating guidance above should be used to assist you in determining the severity of the potential risk and likelihood of potential risk in the table below.

When you allocate the rating you do so after taking into consideration any measures - called control measures - that you have/or will put in place to reduce the risks.

Potential hazards or hazardous activity (please tick)	Who may be affected ¹ and how? ²	Action taken to remove, reduce or control risks	Severity of potential risk	Likelihood of potential risk
Access/ Egress <input type="checkbox"/> (obstructions, doors & access routes)				
Audience/ members of the public <input type="checkbox"/>				
Staging and stage structures <input type="checkbox"/>				
Recording equipment and cameras <input type="checkbox"/>				
Electrical <input type="checkbox"/>				
Food & drink (e.g.allergens) <input type="checkbox"/>				
Heat/cold <input type="checkbox"/>				
Lighting & visibility <input type="checkbox"/> (e.g.stage lighting, reduced light, fog, smoke)				
Manual Handling (e.g. lifting and carrying) <input type="checkbox"/>				
Noise/Sound Pressure Levels <input type="checkbox"/> (e.g. loud machinery, music, instrumental)				

amplification, public address (PA) systems				
People at higher risk <input type="checkbox"/> (e.g. pregnant women, infants/children, elderly, vulnerable persons, known medical conditions of any participants)				
Props & equipment <input type="checkbox"/>				
Security/ Theft <input type="checkbox"/>				
Slip, trip or fall <input type="checkbox"/>				
Special effects <input type="checkbox"/> (e.g. fireworks, pyrotechnics, dry ice, haze)				
Other hazards not listed above				

¹ E.g. staff, student, member of the public

² E.g. cuts, bruises, fractures, electric shock, burns, allergic reactions

Overall Risk Rating

Having identified and assessed the risks above, use the table below to consider an overall rating for the event on the basis of the likelihood of it leading to severe injury or severe impact on the health of anyone involved.

	Tick next to the risk level					
Severity: With control measures in place what is the potential severity of an injury or health effect?	Low 1	<input type="checkbox"/>	Medium 2	<input type="checkbox"/>	High 3	<input type="checkbox"/>
Likelihood: How likely is the most significant hazard to cause harm?	Low 1	<input type="checkbox"/>	Medium 2	<input type="checkbox"/>	High 3	<input type="checkbox"/>
Total risk score: (severity multiplied by likelihood)	Low 1-2	<input type="checkbox"/>	Medium 3-4	<input type="checkbox"/>	High 6-9	<input type="checkbox"/>

Is the performance of a sensitive nature or likely to cause offense to the beliefs or values of others?	
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(Information may need to be given to involved parties or audiences, advice can be sought from the Module Leader or Course Leader)	
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<p><u>Declaration</u></p> <p>Name:</p> <p>Date:</p>
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This form should be emailed to the Module Leader who will need to consult and seek approval from the members of staff detailed below where the risk is medium/high. Students should not carry out any further planning until this risk assessment has been approved.

Staff Authorisation			
The staff below are confirming they have read and understood this risk assessment, and where necessary discussed further with the student prior to authorising. It is noted that the control measures are considered appropriate unless additional controls are identified in the box below.			
Position	Risk	Name and Signature	Date
Module Leader	Low		
Course Leader	Medium		
Programme Director	High		
Estates (Risk & Safety)	High		

Additional control measures required by any of the above named?

Once authorised, the member of staff should give this form to the HE Administrative Assistants who will scan and file a copy in the course S Drive and email a copy to the student. This form should be saved in the organisers name using the convention initial.surname.dd.mm.yy.SAF (date of event).

Appendix B:

Student Guidance - Using Externally Sourced Objects & Materials

Introduction

The University is a creative environment and one in which experimentation and innovation are to be championed and encouraged. However, this needs to be carried out in a manner, which does not pose a risk to yourself or to any other people who may be affected by your activities.

This guidance has been produced to assist staff and students in the following:

- Identifying items, objects and materials which pose too high a risk and should not be brought into University buildings
- Determining the processes which should be followed for items that, although posing a risk, with the right control measures, can be managed so they may be used.

Items, Objects and Materials

Mattresses

Old mattresses are not hygienic and if damaged are no longer fire retardant therefore should not be brought in. New mattresses may be used bearing in mind that there are manual handling risks with the movement of a mattress due to the bulky size and weight, which would need a risk assessment.

Asbestos

Asbestos is a high risk material and has been banned in the UK since 1999 therefore must not be brought into the University. Prior to 1999 it had been used in the building and fit out of many places in the UK for many years, therefore is still present in some buildings. It can be in many forms including lagging around pipes and boiler, gaskets, insulation board, floor tiles, cement products for example; downpipes, soffits boards and corrugated roof sheeting and window putty. Care must be taken when bringing in any old objects since there may be a possibility that they contain asbestos.

Asbestos must never be handled, broken or tampered with, below are some picture examples of asbestos materials to help in identifying it:





Old or damaged mains electrical equipment

Old or damaged electrical equipment can only be used for non-powered, decorative purpose. A risk assessment will need to be carried out and the item will need to be decommissioned so it can't be used electrically.

New and other mains electrical equipment

Only off-the-shelf electrical devices that meet British Safety Standards can be operated within University buildings. All mains electrical devices brought into the University need to be inspected by a member of Estates before they can be used. Mains electrical equipment should only be used for its intended purpose and must never be modified or adapted. The University requires that all mains electrical equipment must be PAT tested annually, a visual inspection must be undertaken each time before an appliance is used.

Students wishing to use mains electrical equipment that is not provided by the University should speak to their Module Leader, who will request via the Estates helpdesk a PAT test if necessary, and a risk assessment should be carried out. This does not include phone chargers or laptop cables, provided they are only used for their intended purpose, are in good condition and of a suitable standard.

Large electrical/domestic appliances must not be brought into the University without an approved risk assessment that also considers its safe transit in and out of the building.

Electrical work

Staff and students must not install or tamper with any electrical systems or devices within University buildings. All University electrical work is managed by the Estates department and carried out by qualified electrical contractors.

Glass / mirrors

There is a risk when transporting or handling glass and mirrors, therefore proposals for working with glass or mirrors need to be risk assessed and approved before the material is brought into University buildings.

Chemicals

Chemicals should only be used if they have been approved by the University and have safety material data sheets, COSHH risk assessments, storage and disposal measures in place.

If a member of staff wishes to try out a process using a new chemical this will need to be risk assessed under COSHH regulations and approved by Estates prior to the chemical being brought onto University premises.

Proprietary brand make-up may be used.

Paint and painted timber

Use of paint should be limited to general emulsion, water based paint and approved oil based paint only. Any deviation from this must be risk assessed. In general paint should be new and proprietary brands, however, paint from established companies which reuse/recycle paint may also be considered new provided the companies can demonstrate they have undergone the correct inspections and the measures they have taken to ensure the safety of their products can be relied upon n.b. advice may need to be taken from Estates (Risk and Safety) to ensure this.

Old paint tins or old painted timber may have lead content, which is a high risk, therefore a risk assessment must be carried out and approved before such items are brought into the University.

Gas bottles, fuel or flammable substances

These items pose too high a risk and under no circumstances should gas bottles or fuel be brought into University buildings.

Metal materials

The University provides students with metal materials for creative practice in its Workshops. Proposals for working with metals that are not supplied by the University need to be risk assessed and approved before the material is brought into University buildings.

Lead must not be brought into the University. It can be absorbed into the blood stream, cause symptoms such as headaches, tiredness, irritability, anaemia or stomach pains and anyone pregnant should not come into contact with it. Lead in the form of cast type for type-setting is subject to strict control within the University's printmaking resource and should not be augmented without a risk assessment by the Workshop Manager and approval by Estates.

Upholstered furniture

Upholstered furniture must not be brought into the University without a risk assessment since it is a combustible material and if the fabric is damaged it will be highly flammable. Furniture can be bulky and heavy and there are manual handling implications with lifting or moving heavy items that will form part of the risk assessment.

Expanding foam

Expanding foam is highly flammable and must not be used. The chemical vapours can expose individuals to isocyanates, which can cause asthma, sensitisation, respiratory problems, skin and eye irritation.

Old or used batteries

These must not be brought into the University buildings.

Pets and animals

A risk assessment will be required prior to any animals being brought into the University. Examples where risk assessments may be approved are:

- where they are required for a film/photo shoot
- assistive animals for persons with disabilities, or those in training for such a purpose
- Police dogs on duty
- Student Union arranged activities involving assistive animals

Firearms/replicas/offensive weapons

Firearms are not permitted within the University buildings.

Proposals for the use of replicas or items, which could be used as weapons will be subject to consideration and recommendation through a risk assessment. The request may be referred to the University's Research Ethics Committee in the first instance.

Any items not referenced in this guidance

If a student wishes to bring any item, object or material into the University that is not referenced in this document, they should discuss this with their Module Leader prior to bringing it into the buildings. Module Leaders will make an initial assessment as to the suitability of the item and the risks that may be posed and may seek advice and guidance from Estates (Risk and Safety) via the Estates Helpdesk.

If a member of staff wishes to bring an item or material into the building that isn't referenced in this document, they should seek advice and guidance from Estates (Risk and Safety) through the Estates Helpdesk.



Generic Risk Assessment – Music Performances & Events

This risk assessment covers music performances which are of low risk where students and staff are working in relatively stable and managed environments within departmental teaching rooms or the auditorium. It cannot be used for off-site or medium to high risk events that may include use of other locations within the University and performances for a public audience.

For medium to high risk events a specific safety assessment form for music performance & event must be completed by the student or member of staff and approved prior to any events taking place.

Course: Module Leader Name: Signature: Course Leader Name: Signature:		Date:	2019/20
Activity:	Music Performance and Event (departmental teaching rooms and auditorium)	Next review date:	August 2020

Hazards and Risks		Control Measures	
Identify the Hazards?	Who might be harmed and how?	What is already being done?	Further action required?
Slips, Trips and Falls	<p>Students, staff, visitors, members of the public</p> <p>Tripping over trailing cables, exhibits, belongings, etc.</p> <p>Personal Injury and damage</p>	<ul style="list-style-type: none"> • Health and safety inductions carried out with all students and documented • Area checks carried out by performers prior to setting up to ensure area is safe • Contracted cleaning staff carry out periodic cleaning of the areas within studios • Departmental and studio inductions carried out and documented • Supervision of the performance area and environmental awareness by event organiser (s) • Reporting procedure in place if there are any slip, trip and fall hazards to raise any concerns • Periodic housekeeping carried out by students and staff • Checks of performance areas prior to event by Module/Course Leaders • Cable tidies/covers used where required 	<ul style="list-style-type: none"> • Instructions on guarding against slips, trips and falls • Inspections and audits carried out within departmental areas • Initial skills training followed by repeated practice and monitoring throughout course
Manual Handling	<p>Students, staff, visitors, members of the public</p> <p>Through moving, pushing, pulling, handling, lifting, transporting, putting down, picking up any load</p>	<ul style="list-style-type: none"> • Avoid where possible • Health and safety induction carried out with all students and documented • Use of trolleys and appropriate lifting equipment where required. Assistance sought where needed • Supervision in place by event organiser • Departmental inductions carried out and documented 	<ul style="list-style-type: none"> • Instruction on manual handling carried out • Inspections and audits carried out within departmental areas • Appropriate footwear(closed toe, sufficient grip) worn within studios

	<p>Sprains/Strains, musculoskeletal injuries pushing/pulling equipment trolleys</p> <p>Equipment falling which causes personal injury</p>	<ul style="list-style-type: none"> • Routes planned and approved prior to moving bulky, heavy and large loads/exhibit's through the University (Estates) • Reporting procedure in place to raise concerns • Safety briefings given prior to set up of exhibits • Personal Protective Equipment (PPE) provided as required 	<ul style="list-style-type: none"> • initial skills training followed by repeated practice and monitoring throughout course
<p>Noise/ Sound Pressure Levels</p>	<p>Students, staff, visitors, members of the public</p> <p>Hearing damage when exposed to poorly controlled noise/ higher than usual sound pressure levels on equipment/headphones</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students • Sound level (db) meters fitted to recording studios to monitor noise levels. • Noise levels kept under control throughout the instrument/signal/amplification/reinforcement chain • Scheduling of music sessions and activities to consider noise exposure with appropriate breaks from noise in place • User checks prior to use of equipment to ensure volume levels are at an acceptable level • Servicing and maintenance of equipment carried out • Appropriate positioning and rotation of performers and instruments considered prior to event/activity to reduce noise exposure levels • Shakers or thumpers used wherever possible to reduce drum noise levels • Plug in systems used wherever possible to prevent plugging/mic 'up to amplifiers. • Noise information, instruction and guidance provided to students within studios and departments 	<ul style="list-style-type: none"> • Instruction given to students, reminded of the risk of SPLs relative to normal levels and advised to use the hearing protection that will be provided • Dampening of drum kits • Acoustic screens • Noise protection and reduction measures information displayed on departmental/studio notice boards/eStudio events/activities

		<ul style="list-style-type: none"> • Students are given hearing protection ahead of time and appropriate information and guidance on how to use 	
Electricity	<p>Students, staff, visitors, members of the public</p> <p>Electric shock if electrical connections are damaged or become exposed to liquids.</p> <p>Overloading of sockets increasing risk of fire and heat</p> <p>Combustible items located close to the heat source which may ignite</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students and documented • User checks carried out prior to using equipment • Combustibles and heat sources separated • Portable Appliance Testing (PAT) carried out, documented. Annual programme with defective items removed/repaired/replaced • Liquids to be kept away from electrical items • Fixed electrics testing carried out in line with appropriate legislation • All equipment, plant and machinery serviced and maintained under a planned and preventative maintenance programme 	<ul style="list-style-type: none"> • Instruction in use of equipment to be carried out • Inspections and audits to be carried out by Estates (Risk & Safety)
Fire	<p>Students, staff, visitors, members of the public</p> <p>Blocked vents on electrical items causing overheating</p> <p>Electrical overloading igniting combustible</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students and documented • Contracted cleaning staff carry out periodic cleaning of the areas within the department (housekeeping) • Departmental and Studio housekeeping carried out • Fire Warden training carried out • Equipment vents kept free from obstructions 	<ul style="list-style-type: none"> • Inspections and audits to be carried out by Estates (Risk & Safety)

	<p>materials</p> <p>Daisy chaining (plugging extension leads into extension leads) causing overloading of electrical circuits</p> <p>Combustible items close to heat sources for periods of time causing ignition</p>	<p>to prevent overheating</p> <ul style="list-style-type: none"> • Fire evacuations carried out annually. • Assembly points in place • Fire extinguishing media available with annual servicing carried out and documented by an approved Contractor • Emergency lighting in place with periodic checks and servicing carried out by approved Contractor • Smoke detection and means of detection in place with servicing carried out by an approved Contractor • Supervision by course staff in place with reporting procedure to raise concerns 	
Lighting	<p>Students, staff, visitors, members of the public</p> <p>Limited visibility (bright, dark) which may cause personal injury</p> <p>Combustible items being placed close to warm lighting causing injury, damage or harm</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with all students and documented • Illumination in place to direct persons to areas of safety where lighting is limited • Safety brief given prior to event/activity • Lighting kept at an appropriate level where necessary • Barriers in place to prevent glare (reflective) 	<ul style="list-style-type: none"> • Illumination available where lighting is limited • Bright lighting to be assessed and prevented/removed where needed
Visitors and members of the public	<p>Students, staff, visitors, members of the public</p> <p>Personal Injury through violence and aggression Lack of supervision</p>	<ul style="list-style-type: none"> • Visitors and members of the public attending at the request of a student have prior approval from their Module Leader • All visitors and members of the public enter the building via reception and sign in • All visitors and members of the public are 	

	<p>causing injury, damage or harm</p> <p>Contact with equipment causing injury, damage or harm</p>	<p>hosted throughout their visit by their point of contact</p> <ul style="list-style-type: none"> • CCTV fitted to parts of University premises • Safety brief given prior to members of the public assisting with a performance, including a reminder of the appropriate University policies 	
Working at Heights	<p>Students, staff,</p> <p>Fall from height resulting in personal injury,</p>	<ul style="list-style-type: none"> • Health and safety induction carried out with students and documented • Departmental inductions carried out and documented • Students monitored and supervised throughout their course • Reporting procedure in place to raise concerns 	<ul style="list-style-type: none"> • Instruction in use of equipment to be carried out
Health Issues	<p>Students, staff</p> <p>Medical issues unknown</p>	<ul style="list-style-type: none"> • Student medical details are checked for issues and allergies • Students are briefed and made aware they need to inform staff of any issues or medication that has not previously been declared • Students are asked to bring all medication as required with spare supplies • Staff are available for the students to contact for advice and support • A contact mobile will be carried at all times and a member of staff will always be available 	<ul style="list-style-type: none"> •

Appendix D:



Best Practice in Instrumental/Vocal Teaching

Originator: Professor Randall Whittaker / Graham Curling
Date: 4th September 2019
Approved by: SMT
Type: Guidance

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1. Introduction

- 1.1 This guidance has been produced to assist staff teaching on the BMus (Hons) Popular Music in maintaining appropriate boundaries with students.
- 1.2 The guidance should be read in conjunction with other University Policies such as the Code of Conduct and the Code of Conduct on Relationships.

2. Guidance

2.1 The student/lecturer relationship is based on mutual respect. Lecturers have a particular responsibility to create an empowering learning environment for their students, in which professional boundaries are explicit, understood and maintained at all times

2.2 A student's well-being should always be a lecturer's first concern.

2.3 The role of lecturers is to:

- listen and respond to their students' concerns and individual learning needs;
- provide inspiration and guidance through example and practice;
- provide honest and constructive feedback in a supportive way;
- provide their students with the information and guidance that they need in a way that they can understand;
- encourage and support their students' development as independent and autonomous practitioners.

2.4 Decisions made in respect of a student's learning are discussed and agreed between student and lecturer.

2.5 In the case of any disagreement between student and lecturer, the Course Leader will, in the first instance, attempt to provide an appropriate resolution which, in cases of significant and irreconcilable disagreement, may involve a change of lecturer.

2.6 As is usual in music teaching designated one-to-one music lecturers will not normally be involved in the summative assessment of their students.

2.7 Physical contact between lecturer and student is sometimes necessary for the student's learning (e.g. to correct poor posture or to adjust guitar grip). Its purpose and form should be

explained to the student by the lecturer and the student's verbal consent obtained in advance of physical contact taking place. In this context, as in all others, lecturers will be sensitive to feedback from their students and will respond accordingly.

2.8 All teaching will take place in a safe and comfortable environment and the physical construction of teaching spaces will incorporate a proportionate degree of external visibility. Visual panels should never be covered.

2.9 Teaching will only take place in teaching spaces provided by the University.

3. Interpretation

3.1 If there are any queries on how this guidance should operate in practice, or on how it operates with the Code of Conduct, or the Code of Conduct on Relationships, then advice should be sought from Human Resources.