

General Risk Assessment Form

Date: (1) June 2013	Assessed by: (2) Andrew Davison	Checked / Validated* by: (3) Andy Davison	Location: (4) The Martin Harris Centre for Music and Drama	Assessment ref no (5) ANIMATION13-CRCH	Review date: (6) June 2014
Task / premises: (7) Use of the Cosmo Rodewald Concert Hall for Animation Awards.					

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Access to Concert hall Setting up in concert hall	<ul style="list-style-type: none"> Trips/slips Manual Handling 	Anybody involved with setting up in concert hall <ul style="list-style-type: none"> House services staff Technical Staff Students Visiting companies 	<ul style="list-style-type: none"> Good lighting Level surfaces from street level for access for large equipment All MHC music equipment is periodically checked to ensure it is in safe working order Any trailing cables or temporary electrical installations are suitably positioned and taped where required to ensure they do not become a trip hazard. Any specialist equipment is locked away and can only be accessed and set up with a member of the technical team present. 	Low	A
General Usage of the CRCH	Heat Exhaustion	All users of CRCH	<ul style="list-style-type: none"> Air conditioning installed in venue, which is regularly checked and maintained. Water fountain available to all users of venue positioned in foyer. 	Low	A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
	Fire or similar emergency situation	All users of the CRCH	<ul style="list-style-type: none"> • Fire alarm installed throughout building, which is checked weekly (9:45am Wednesday). • Fire alarm uses siren, voice and flashing beacon alerts • Fire exits and escape routes are clearly marked throughout the building • Fire fighting equipment (H₂O and CO₂) are installed in the CRCH. 	Low	A
	First aid situation	All users of the CRCH.	<p>During office hours first aiders are in the building and are contactable from the main office. Mon – Fri 9:00am – 5:00pm.</p> <p>Outside office hours or if a first aider is not available university security must be contacted.</p>	Low	A
Pyrotechnics	Hazards specific to event	Users of Theatre/ General Public	<ul style="list-style-type: none"> • Please see separate Risk Assessment form for the use of pyrotechnic effects in the concert hall. 	As Separately Assessed	A
	Fire/Emergency Evacuation	Users of Theatre/ General Public	<ul style="list-style-type: none"> • The Martin Harris Centre will provide adequate front of house support and stewards for public facing events in the centre in accordance with licensing laws. 	Low	A

Result : T = trivial, A = adequately controlled, N = not adequately controlled, action required, U = unknown risk