

<b>Title</b>	RSC L&NP Risk Assessment: Bespoke Workshops and Study Days	<b>Reference/ Version</b>	V3
<b>Department</b>	Learning & National Partnerships	<b>Date of Assessment</b>	22/11/2023
<b>Location</b>	The Clore Learning Centre	<b>Next Assessment Due</b>	22/11/2024

## Activity

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
Practical exercises	Bumps, bruises, cuts, burns, broken limbs, sprains, twisted ligaments, pulled muscles, concussion	RSC Staff Public	<p>Participants advised upon starting workshop to work within their own limits, adapting movements or requesting adjustments as necessary. Practitioner will offer suggestions for adaptation where helpful and will check-in regularly.</p> <p>Physical warm-up run at the beginning. Anyone who misses the warm-up may be asked to sit out the activity.</p> <p>Clear instructions given regarding all practical tasks, and comprehension of the group checked before starting each activity. Further clarification given if needed.</p> <p>Health and Safety Policy in place.</p> <p>Regular pre-scheduled food &amp; water breaks for longer activities.</p>	2	2	4
Overheating during practical work	Fainting, bumps, bruises, head injury	RSC Staff Public	<p>Permanent heating/cooling system fitted.</p> <p>Staff to monitor air temperature and adjust temperature using in-room thermostats as necessary.</p> <p>Provide breaks as appropriate.</p>	3	2	6

# Risk Assessment

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
			Participants advised to bring water in a refillable bottle. Practitioner to encourage use of water cooler outside the room.			
Injuries due to overcrowding	Bumps, bruises, twisted ligaments	RSC Staff Public	Numbers limited in spaces. Practitioner to check numbers upon group entry and to reallocate to another space where necessary. When undertaking practical exercises with a large amount of movement, the practitioner will use their discretion to break the group into smaller groups where useful.	3	1	3
Trip hazard when using cables for projector and laptop	Bumps, bruises, twisted ligaments, back injury, broken limbs	RSC Staff Public	Access to cable covers or tape to secure cables. RSC Staff vigilance. Staff to give safety briefing and to define work areas for participants.	4	1	4
Slips and trips	Twisted ligaments, back injury, broken limbs	RSC Staff Public	Staff to give safety briefing. Advising on footwear to be worn prior to event. Any unsuitable footwear to be removed prior to session. Spaces to be checked and cleared before and after any activity. Floor checked prior to use and any cables covered or moved. Good housekeeping. Any fluids spilt are to be cleaned up immediately.	3	2	6

Hazard	Injury	Who at Risk	Existing Control Measures	Risk Score		
				Severity	Likelihood	Risk Rating (S x L)
			<p>Mop and wet floor signs available in the cleaning cupboard which can be accessed by the Person in Charge.</p> <p>First aider on site or contactable at from a nearby site.</p> <p>Access to first aid kits.</p>			
Fire	Burns, fatality, bumps, bruises, broken limbs, twisted ligaments, smoke inhalation	RSC Staff Public	<p>Staff to check fire exits and routes when opening and closing the building.</p> <p>Staff to give safety briefing.</p> <p>Clear signage in each room.</p> <p>Firefighting systems and alarms around the building regularly checked by Fire Officers.</p> <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 under our General Emergency Evacuation Plan (GEEP). If this is not possible, the FoH team to contact the group and arrange a Personal Emergency Evacuation Plan (PEEP).</p> <p>As the fire alarm is audio only, a PEEP will be developed for any deaf staff or public attending the building.</p> <p>Fire extinguishers in visible locations around the building and serviced regularly.</p> <p>No smoking policy in place.</p> <p>Separate Risk Assessments for fire held by RSC Estates Department.</p> <p>Management controls in place.</p>	5	1	5



# Risk Assessment

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<b>V2 Reviewed by</b>	Jenn Smith & Sophie Hobson	<b>Job Title</b>	Coordinator & Learning Programmes Manager
<b>V3 Reviewed by</b>	Jenn Smith & Sam George	<b>Job Title</b>	Coordinator & Learning Programmes Manager



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 <sup>st</sup> 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