



Reference no: 17112023PianoRecitalU18

DEPARTMENT:	Leeds Junior Conservatoire	
TASK/HAZARD:	Piano Recital for A Level Music for external A Level Music students	
LOCATION:	Leeds Conservatoire, 3 Quarry Hill, Leeds, LS2 7PD (Quarry Hill site)	
DATE OF ACTIVITY:	17/11/23	FREQUENCY (daily, weekly, monthly etc.): One off recital
PERSON(S) AFFECTED:	Visiting school/college students attending the recital, school staff, workshop facilitators, Leeds Conservatoire staff and students	
ASSESSMENT CARRIED OUT BY:	Dan Brunskill	DATE 01/11/2023
REVIEW DATE:	November 2023	DATE OF PREVIOUS ASSESSMENT: N/A

DESCRIBE THE ACTIVITY AS FULLY AS POSSIBLE: (Where appropriate include: task undertaken, use of equipment, make-up of the group; planned supervision etc.)

- A piano recital for A Level music students from Leeds and Bradford and Leeds Conservatoire
- The recital will include performances of A Level set works, discussions around the composers, improvisations based on student suggestions, Q&A in the Café Bar afterwards
- This workshop will be hosted at Leeds Conservatoire, but delivered in partnership with Leeds Music Education Partnership and Bradford Music Hub
- Visiting attendees will have access to The Venue and the Café Bar

Timings: 1.30-4.30PM

Hazard/event <i>(what can cause an injury or illness)</i>	Controls <i>(measures to reduce/eliminate the risk of injury or illness)</i>
<p>General building health and safety and compliance Failure to ensure building health and safety compliance may put the safety of persons in the building at risk (including school group visits, visits from external organisations).</p>	<ul style="list-style-type: none"> ▪ Regular building health and safety inspections are undertaken by Estates & Facilities, the designated Health & Safety Consultant and the Leeds City College Health & Team. Inspections are documented with follow up actions. ▪ A planned preventative maintenance (PPM) programme in place to ensure that the building and equipment are maintained and compliant to meet current legislative/regulatory requirements.
<p>Access control (safeguarding and security) Unauthorised access to the building is a significant risk to the safety of persons in the building as a result of:</p> <ul style="list-style-type: none"> ▪ Abuse (verbal and physical) ▪ Assault ▪ Tampering with equipment 	<ul style="list-style-type: none"> ▪ All staff and students arriving from external schools will be given a wristband upon arrival which they will be asked to wear at all times in Leeds Conservatoire buildings. ▪ Leeds Conservatoire operates controlled access into the main building with all staff and Leeds Conservatoire students wearing ID badges which are checked on entering. ▪ All visitors (non-Leeds Conservatoire staff and students, contractors, members of the public) are required to sign in and out at the main building Reception. Sign-in sheets will be made available to visiting schools and staff. ▪ Security staff are on duty at the main building Reception at all times. ▪ CCTV is in operation throughout the building. ▪ Access control (card swipe) is in place on all doors through to the main building from the Café bar, lift foyers and reception areas. ▪ Access control can be managed by the Estates & Facilities dept. as appropriate. ▪ A booking process is in place to ensure only those authorised by Leeds Conservatoire can use rooms ▪ Where necessary and appropriate, staff are subject to DBS checks and must have completed mandatory safeguarding training. Student Ambassadors have also undertaken safeguarding training. ▪ A 'close down' procedure is followed to ensure the building is vacated at end of day and left in a tidy and safe condition.
<p>Lack of appropriate supervision of participating visiting students</p>	<ul style="list-style-type: none"> ▪ School/College students will be accompanied by a member of staff from their school/college who are responsible for their behaviour ▪ Conservatoire staff and student ambassadors will be present during the event.

	<ul style="list-style-type: none"> ▪ All conservatoire staff have received safeguarding training. All involved are aware not to put themselves in a situation where they are alone with a student. ▪ SLT, Reception, Security, Student Recruitment, Estates & Facilities, Events & Enterprise and Café:Bar staff are all aware of the event, the nature of the event, dates and times and to report any concerns to Karen Gourlay (Head of Leeds Junior Conservatoire) or Dan Brunskill (Leeds Junior Conservatoire Co-ordinator)
<p>Lift access to all floors Failure to maintain the lifts compromises access to upper floors (particularly to individuals with mobility problems) and can increase the risk of injury to users.</p>	<ul style="list-style-type: none"> ▪ Lift access is available to all floors via a general lift and a service lift. ▪ A service contract is in place and the lifts are inspected/serviced every six months as required by current legislation. ▪ The service contract allows for a prompt response to any fault with the lifts.
<p>Fire and evacuation The safety of persons in the building may be put at risk by:</p> <ul style="list-style-type: none"> ▪ Inadequate fire safety provisions ▪ Inadequate and/or poorly communicated procedures ▪ Inadequate reviews, inspections and checks ▪ Inappropriate storage of flammable materials 	<ul style="list-style-type: none"> ▪ The welcome talk for visiting students and staff will include fire evacuation procedures ▪ Visiting students and staff must be familiar with Leeds Conservatoire fire procedures including escape routes from their location within the building and the fire assembly point. ▪ Visiting students and staff must follow Leeds Conservatoire fire procedures. ▪ During workshops, if an emergency evacuation is required, Leeds Conservatoire staff will escort their student group out of the building to the assembly point and will remain with them until the all clear is given. ▪ Any attendee who requires assistance to evacuate the building will be assessed and a personal emergency evacuation procedure (PEEP) will be drawn up which details how the student will evacuate the building and with what support. ▪ A fire alarm system is installed including: detection units in all areas; visible and audible warning devices; break glass call points; emergency lighting and directional signage. ▪ The system components are tested regularly as required by current legislation. ▪ Fire extinguishers are located around the building and are inspected annually. ▪ A written emergency evacuation procedure is in place. ▪ Procedures are in place for evacuating wheelchair users and individuals with mobility difficulties.

	<ul style="list-style-type: none"> ▪ Refuge points and evac-chairs are present in stairwells for wheelchair users and individuals with mobility difficulties. Evac-chair evacuations will be carried out by specifically trained staff only. ▪ Trained fire marshals are present in the building who will attend a fire alarm activation. ▪ All users of the building must understand the emergency procedures and know what to do in the event of a fire alarm. ▪ Flammable materials (e.g. waste, cleaning/maintenance products) are stored, handled and disposed of in line with good practice and current legislation. ▪ A 'Hot Works Permit' procedure is in place for managing hot works (e.g. use of blowtorches). ▪ A fire risk assessment has been carried out for the building and is available on request. ▪ To comply with fire safety regulations, the maximum occupancy of Leeds Conservatoire areas are set as follows: <ul style="list-style-type: none"> ▪ The Venue auditorium alone is set at 455. ▪ The Rooftop Bar alone is set at 341. ▪ Room 218 is set at 90 ▪ Room 219 is set at 150 ▪ The Café:Bar is set at 500.
<p>First Aid Lack of first aid provisions can mean that incidents are not dealt with quickly which in turn can result in injuries or illness being made worse.</p>	<ul style="list-style-type: none"> ▪ Trained first aiders will be available in the building to provide assistance where appropriate and necessary. ▪ All tutors and student ambassadors know how to summon first aid assistance. ▪ A list of first aiders is clearly displayed on each floor by the lift. ▪ First aid stations (including first aid kit and contact numbers) are located on each floor in Leeds Conservatoire in communal areas. ▪ Staff are available to contact the emergency services by calling 999 or 112 in the event of a major incident which may be life-threatening. ▪ All users of the building must understand how to summon first aid assistance. ▪ All accidents or incidents resulting in injury, illness or a near miss must be reported to the Head of Estates & Facilities or the Health & Safety Consultant using the appropriate form.

	<ul style="list-style-type: none"> ▪ Emergency contact details for under 18 students will be handled by staff from the relevant school or college. ▪ Schools have been asked to inform the Leeds Conservatoire lead contacts if their students have any access requirements.
<p>Inappropriate behaviour Violence and/or aggression; attending the event under the influence of alcohol or drugs; sexual advances; general misbehaviour.</p>	<ul style="list-style-type: none"> ▪ Should a serious incident occur, security personnel will be called (where appropriate) and the student(s) will be removed from the recital ▪ Should a less serious incident occur, the student will be spoken to immediately and told that their behaviour is inappropriate and unacceptable.
<p>Electrical equipment and fixed wiring Risk of shocks, burns, fire etc.</p>	<ul style="list-style-type: none"> ▪ Fixed electrical wiring is inspected every 5 years as part of the PPM. ▪ Portable electrical equipment is PAT tested annually in line with the Leeds Conservatoire policy. ▪ Equipment provided is suitable for use. ▪ All users must carry out a visual inspection of each piece of electrical equipment before use to establish there are no obvious defects which could render the equipment unsafe. ▪ Staff and students are provided with information and training on safe use of equipment and safe working practices. ▪ All drinks (bottled water etc.) must be fitted with a secure, water-tight cap and stored and consumed well away from electrical equipment. ▪ Premises attendant to be assigned to the area to ensure all equipment is switched off at the end of day.
<p>Food safety and hygiene Poor storage and handling of food can cause illness, food poisoning and allergic reactions ranging from mild to severe symptoms (including anaphylaxis and death).</p>	<ul style="list-style-type: none"> ▪ Food safety procedures are in place to ensure catering staff store and handle food according to best practice and current regulations. ▪ The facilities are subject to a food safety and hygiene inspection annually by an external agency. ▪ The facilities are subject to Leeds Conservatoire's standard health and safety inspections. ▪ Further information on food allergens is available from the catering staff on request. ▪ Precautions will be in place to prevent cross-contamination of allergens in food prepared for students with an allergy. ▪ First aiders are stationed around the building in the event of an allergic reaction.

<p>Slips Trips and Falls Trailing cables, equipment, boxes, poor floor conditions etc. present significant trip hazards.</p>	<ul style="list-style-type: none"> ▪ Flooring and coverings are in good and safe condition. The Estates & Facilities Dept. carry out regular checks of the condition of the building and encourage and maintain good housekeeping. ▪ Workshop rooms will be checked to ensure they are free from trailing wires ▪ Workshop facilitators will carry out a visual inspection of the area before an activity begins ▪ Care should be taken when setting up any musical equipment to prevent any trips or slip hazards and attention paid to the attendee group involved as to any specific needs / disabilities they have. ▪ Staff and students receive information regarding preventing accidents by way of good housekeeping. ▪ All equipment must be set up to avoid trip hazards and trailing cables must be avoided or appropriately managed. ▪ Students are advised that equipment must be tidied up at end of each session to avoid leaving trip hazards. ▪ All departments/teams are responsible for managing slip and trip hazards arising from activities or events they are in control of or manage.
<p>Lighting bars above the stage area of the auditorium There are 11 lighting bars fixed above the stage area which lighting equipment is suspended from. There is also a metal support structure fixed to the walls of the stage to hang speakers etc. from. Equipment falling from height can result in significant or fatal injuries.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The lighting bars and attached lighting equipment are inspected as part of a rolling annual inspection programme where each bar is inspected every 5 years. The results of the inspections are assessed by an external engineering consultancy firm to ensure the bars are safe to operate. <input type="checkbox"/> When accessing the lighting bars (e.g. during stage set-ups), the Events Technical Team carry out routine inspections of the lighting bars and lighting for obvious signs of damage.
<p>Auditorium fixed tier seating Risk of serious injury to individuals using the seating if a structural failure occurs.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> The Events Technical Team carry out regular inspections of the seating to identify any obvious signs of damage to the structure

<p>Rooftop Bar seating area partitions Risk of injury to individuals operating the partitions and all users of the area where partitions are in operation if the partitions are not set up correctly and fixed in position.</p>	<ul style="list-style-type: none"> ▪ Partitions will only be operated and fixed in position by Estates & Facilities with suitable training. ▪ All partitions when fixed in place will be inspected by Estates & Facilities staff to ensure they are securely locked in place and the area is safe to use.
<p>Rooftop Bar terrace Risk of falls from height.</p>	<ul style="list-style-type: none"> ▪ The access door to the terrace is locked at all times to prevent unauthorised access. ▪ Currently, access to the terrace is for authorised personnel only and is granted via a 'Roof Access Permit'. This is managed by the Estates & Facilities Dept. ▪ Before allowing general or controlled access to the terrace, a full risk assessment will be completed which will identify the hazards involved and the control measures which will be adopted.
<p>General roof areas Risk of falls from height.</p>	<ul style="list-style-type: none"> ▪ Roof access doors are locked at all times to prevent unauthorised access. ▪ Access to roof areas is granted to authorised personnel only and is done so via a 'Roof Access Permit'. This is managed by the Estates & Facilities Dept. ▪ Edge protection (guard rails) is in place to prevent falls from the roof and is inspected annually by a competent contractor. ▪ All roof work must be risk assessed before being undertaken and a suitable and sufficient risk assessment must be completed by or lodged with the Estates & Facilities Dept. ▪ All roof workers will be made aware of the fire emergency procedures which must be followed in the event of a fire alarm activation in The Venue or main building. ▪ A means of warning roof workers of a fire alarm in The Venue must be established.
<p>Noise Long-term exposure to high noise levels may cause damage to hearing including:</p> <ul style="list-style-type: none"> ▪ Noise-induced hearing loss ▪ Tinnitus and similar medical conditions 	<ul style="list-style-type: none"> ▪ Leeds Conservatoire has a Noise Working Group to further compliance with the Noise at Work Regulation 2005 and provide information and support to staff and students. ▪ Information, advice and guidance on noise at the conservatoire is available on the conservatoire's intranet pages. ▪ 'High noise levels' warning notices are displayed in areas where high noise levels occur.

	<ul style="list-style-type: none"> ▪ All noise levels from teaching sessions shall be a consideration of the tutor to ensure long sustained high levels of noise does not occur. ▪ Tutors to employ teaching methods where practical to reduce long periods of high sustained noise levels. ▪ Advice and guidance can be sought from H&S Officer.
<p>Disability access/egress Poor access and egress may hinder persons entering and leaving the building and moving around inside the building whilst carrying out their normal duties. Poor access/egress may also hinder persons evacuating the building in an emergency.</p>	<ul style="list-style-type: none"> ▪ Leeds Conservatoire is accessible to wheelchair users and individuals with mobility difficulties. (This includes the main entrance) ▪ Lift access is available to all floors ▪ Arrangements are in place to evacuate wheelchair users and individuals with mobility difficulties (see 'Fire and evacuation' section), with their own PEEPs. ▪ Persons with a disability affecting mobility will be asked to sit on the front row, which is not part of the tiered seating in the Recital Room. ▪ Access requirement information is requested in advance from schools and colleges to ensure accurate disability access is in place. There are no students/staff attending this workshop day with access requirements.
<p>Welfare provisions Adequate welfare facilities must be provided to comply with the Workplace (Health, Safety and Welfare) Regulations 1992. Lack of suitable hand washing provisions can encourage the spread of diseases.</p>	<ul style="list-style-type: none"> ▪ Unisex toilets are provided in The Venue, Rooftop Bar and Café Bar with hot and cold running water. ▪ Toilets are available on every floor. ▪ Accessible toilets are also available for individuals with mobility difficulties or those requiring wheelchair access. ▪ Drinking water will be made available in the Rooftop bar/Café bar and from water dispensers throughout the building.
<p>Temperature and Ventilation Inappropriate and/or inadequate temperature and ventilation can cause persons in the building to feel unwell.</p>	<ul style="list-style-type: none"> ▪ A heating system and air conditioning units are in operation throughout the building to provide comfortable working temperatures in all rooms and areas. ▪ Air handling units provide air changes to recommended levels. ▪ Fans can also be provided if required.
<p>Lighting</p>	<ul style="list-style-type: none"> ▪ All lighting in the various rooms and areas meets CIBSE-recommended lux levels for type of use of that particular room/area.

<p>Inadequate lighting can increase the risk of trips and slips, make operational tasks difficult and cause persons to feel unwell.</p>	<ul style="list-style-type: none"> ▪ Emergency lighting in place in accordance with current regulations to provide illuminated evacuation routes in the event of a power failure in an emergency.
<p>Travel to and From the Workshop</p>	<ul style="list-style-type: none"> ▪ Attendee arrangements for travel will be organised by school staff attending ▪ Visiting students and staff will sign in and be given a wristband on arrival.
<p>Access (safeguarding and security)</p> <p>Students will have access to the Rooftop bar in break times.</p> <p>There is a potential risk to the safety of staff and students as a result of:</p> <ul style="list-style-type: none"> ▪ Abuse (verbal and physical) ▪ Assault 	<ul style="list-style-type: none"> ▪ All Leeds Conservatoire staff have completed mandatory safeguarding training. ▪ Student Ambassadors have received Safeguarding training upon employment. ▪ Visiting schools/colleges are responsible for safeguarding for their own students. Any concerns will be reported directly to the school. ▪ School staff will be sent a Safeguarding guide for visitors the week before this event. ▪ Members of conservatoire DBS-checked staff will be present at all times throughout this workshop day ▪ A member of Leeds Conservatoire security staff will be supervising the entrance at all times. ▪ Workshop facilitators and student ambassadors are instructed not to exchange personal details (including social media contacts) with any participating student. ▪ Workshop facilitators and student ambassadors advised not to put themselves in a 1-1 situation with any attendees. ▪ Workshop facilitators and student ambassadors advised to ensure that The Head of Leeds Junior Conservatoire and Leeds Junior Conservatoire Coordinator are aware of any concerns and they can access additional support where necessary. ▪ Workshop facilitators and student ambassadors advised to call LC Security on 0113 222 3401 if uncomfortable with a situation, and 999/112 in an emergency. ▪ Ample CCTV across the conservatoire ▪ Maglocks are in place and active at all times, with only Leeds Conservatoire staff, students and signed in visitors able to get through.
<p>Electrical Equipment</p> <p>Misuse of equipment or the use of faulty equipment will significantly increase the risk of the user(s) suffering an electrical shock or be at risk of burns, fire etc.</p>	<ul style="list-style-type: none"> ▪ Equipment provided is suitable for use and in good working order. ▪ Equipment is PAT tested regularly in line with college policy. ▪ Equipment will be used as instructed and as per instruction manuals ▪ All users must carry out a visual inspection of each piece of electrical equipment before use to establish there are no obvious defects which could render the equipment unsafe. Damaged equipment must not be used.

	<ul style="list-style-type: none"> ▪ All trailing cables must be managed and made safe by use of cable covers or floor tape to prevent trips. ▪ Use of extension leads is discouraged but where there is no alternative, leads must be managed to prevent trips and used safely to prevent shocks and fires occurring. ▪ Staff are provided with information and training on safe use of equipment and safe working practices. ▪ All drinks (bottled water etc.) must be fitted with a secure, water-tight cap and stored and consumed well away from electrical equipment. ▪ Tutors are responsible for ensuring that all equipment is switched off and left in a safe condition after the sound check and performance.
<p>Manual handling (lifting, moving, carrying etc.) Incorrect manual handling practices or failure to follow College procedures and guidance can result in significant injuries.</p>	<ul style="list-style-type: none"> ▪ Large/awkward equipment is moved only by staff trained in manual handling. There should be no requirement for Leeds Conservatoire staff or students to move large equipment. ▪ Good manual handling practices are to be followed at all times. ▪ Staff receive information regarding manual handling at induction and information is available on the Conservatoire intranet (SPACE). Staff have been sent the guide for manual handling. ▪ Separate risk assessments are available for general and specific manual handling tasks and all staff carrying out such tasks should comply with the relevant controls. ▪ Workshop Facilitators will ensure workshops are suitably set up with assistance from Estates & Facilities staff.
<p>Environment Suitable temperature, ventilation and lighting are important factors for a suitable learning area.</p> <ul style="list-style-type: none"> ▪ Inappropriate and/or inadequate temperature and ventilation can cause staff and students to feel unwell. ▪ Inadequate lighting can increase the risk of trips and slips and cause staff and students to feel unwell. 	<ul style="list-style-type: none"> ▪ All environmental factors such as temperature, ventilation and lighting are to be monitored and any issues shall be raised with Estates and Facilities, or Student Recruitment & Marketing staff.

Required Further Action

No.	Issue	Required Action	Action by date	Completed

SIGNATURE:	D.Brunskill
NAME and TITLE:	Dan Brunskill – LJC Coordinator
DATE:	Updated 01/11/2023

SIGNATURE:	K P Gourlay
NAME and TITLE:	Karen Gourlay Head of Leeds Junior Conservatoire
DATE:	01/11/2023