

Risk Assessment – TMP Studios CIC

Assessment of Building (excluding Fire which is a separate Risk Assessment)

Date of Assessment:	31 st August 2018
Area / Scope of Assessment:	Music Studios at 830 Ormskirk Road, Pemberton, WN5 8EX.
Responsible Person on Site:	Martin Heaton
Name and Role of Person Completing Assessment:	Jackie Manning
Date Next Assessment Required:	31 st August 2018

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ classification	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemente
Access and Egress	<p>Unauthorised persons accessing the building.</p> <p><i>Risk to student and staff safety.</i></p>	Staff Students	<p>Reception desk is permanently manned and at most times with more than one responsible person.</p> <p>Students, staff and visitors to sign in the signing in book.</p>	2 x 3 = 6	<p>Access control to be installed on main entrance.</p> <p>Ensure members of staff who are manning the reception are vigilant about ensuring every member of staff, student, parent and visitor signs in and out of the building.</p> <p>Installation of CCTV system with cameras covering all access points</p>	Stephen Hague	December 2018	
	<p>Restrictions to emergency access routes.</p> <p>Inadequate lighting of exit routes</p> <p><i>Building evacuation hindered causing burns, cuts, abrasions, muscular, skeletal and other physical injuries.</i></p>	Staff Students Visitors	<p>Fire exits are well signposted.</p> <p>Routes to the fire exists kept clear.</p> <p>Regular testing of fire alarms and periodic test evacuations.</p> <p>Information given to new students at induction on fire exits, evacuation procedures and assembly points.</p>		1 x 3 = 3	<p>Strobe lighting to be installed.</p> <p>Installation of more illuminous fire exit signs</p>	Stephen Hague	

Type / Area	Hazard/Risk	People at Risk	Existing Control Measures	Risk Score/ classification	Further Control Measure / Actions Required	By Who	By When	Action Complete/ Control Measure Implemente
Asbestos	<p>Contracting asbestosis</p> <p><i>Inflaming of lungs, shortness of breath, coughing, scarring of lungs, difficulties in breathing.</i></p>	Staff Students Visitors	<p>The building was originally built in the 1800s and was subsequently extended in 1991 and so falls outside of the timeframe in which asbestos was used as a building material.</p> <p>If there is any doubt about whether a substance or structure may contain asbestos, then no work can be undertaken. Contact the Asbestos helpline for verification. (0845 6030369)</p>	1 x 4 = 4				
Building (General)	<p>General slips, trips and falls</p> <p>For example uneven surface in front of main entrance, cleaning floors, spillages, etc.</p> <p><i>Could cause:</i></p> <p><i>Cuts, abrasions, muscular, skeletal and other physical injuries, including fractures.</i></p>	Staff Students Visitors	<p>Maintenance of flags/paving outside of building.</p> <p>Wet floor sign used when cleaning or when spillage. All spillages to be dealt with immediately.</p> <p>Entrance mats to stop rain water being carried in.</p> <p>Supervision in use of liquids in class</p> <p>Dry mop floors after cleaning up initial spillage</p> <p>Students, visitors etc to be kept away from spill area during cleaning.</p> <p>Good housekeeping maintained, regular inspection</p>	2 x 2 = 4	<p>Any concerns with flags/paving outside of the area of our responsibility to be referred to Wigan local authority.</p> <p>Review lighting to ensure good visibility at the entrance and exit of the building and in all rooms and corridors.</p>	<p>Kieron Hersnip</p> <p>Martin Heaton</p>	<p>Immed</p> <p>December 2018</p>	

	<p>Teaching Rooms, Band Practice, Recording Studio and Offices</p> <p>Loose items of furniture</p> <p>Coats, bags</p> <p>Cables/leads and installation of new equipment.</p> <p><i>Could cause: Cuts, abrasions, muscular, skeletal and other physical injuries, including fractures.</i></p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Cloak room is available for all staff, students and visitors to use to hang coats/jackets so no need for coats to be on the back of chairs.</p> <p>Designated storage areas</p> <p>No trailing electrical leads/cables for computers.</p> <p>Cables/leads for all instruments are set up by our technician in advance of group lessons or band practice who ensures cables are safe and secured with appropriate warning tape used where necessary.</p>	<p>$2 \times 2 = 4$</p>	<p>Chairs, tables, other furniture to be checked regularly for repair or replacement.</p> <p>Installation of computer equipment will be carried out by a trained network engineer.</p>	<p>Jackie Manning</p> <p>Hannah Thompson</p>	<p>September 2018</p> <p>September 2018</p>		
	<p>Doors/Windows</p> <p><i>Could cause: finger trapping, cuts/fractures, bruising/swelling</i></p>	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>Doors checked for safety and for ease of use by users of all ages and with disabilities.</p> <p>All door handles, locks, hinges and returners where fitted are regularly checked</p> <p>Opening windows checked for functionality. All windows checked for cracks and chips</p>	<p>$1 \times 2 = 2$</p>	<p>None required at the current time.</p>				
Legionella	<p>Poor Water Quality</p> <p><i>Could cause:</i></p> <p>Infection/disease (legionella)</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> All taps are in the building are in regular use 7 days/week. Both toilets are in regular use, regularly flushed. All taps run for several minutes after holiday periods and toilets flushed. 	<p>$1 \times 3 = 3$</p>	<p>None required at the current time.</p>				
COSHH	<p>Hazardous substances</p> <p><i>Could cause:</i></p> <p>Irritation/harm to eyes, nose and upper respiratory tract. Skin irritation.</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Generally substances present a low risk in school settings.</p> <p>Hazardous substances not left unattended. Clearly labelled and securely stored.</p> <p>Visitors to site made aware of hazards and required to wear suitable PPE, eg eye goggles.</p> <p>Information booklet made available to staff. 'Working with substances hazardous to health. A brief guide to COSHH'</p>	<p>$2 \times 2 = 4$</p>	<p>COSHH inventory to be completed as the initial assessment to determine if significant risks exist.</p> <p>Contractor to inform us of any hazardous substances brought onto the site.</p> <p>Contractor to ensure dust/fume production is minimised.</p> <p>Appropriate PPE provided and worn by contractors</p>	<p>Kieron Hersnip</p>	<p>September 2018</p>		

Type / Area	Hazard	People at Risk	Existing Control Measures	Risk Score and classification	Further Control Measure / Actions Required	By Who	By When	Action Completed / Control Measure
Manual Handling	<p>Moving heavy or awkward equipment</p> <p><i>Could cause: Back pain or other muscular strains if they try to lift objects that are too heavy or awkward.</i></p>	Staff Contractors	Members of staff work in pairs to move heavy or awkward equipment.	2 x 2 = 4	Provide training and/or HSE instruction booklet on manual handling and lifting of heavy equipment.	Kieron Hersnip	September 2018	
Electrics / Electricity	<p>Electrical equipment & sockets</p> <p><i>Users risk electric shocks or burns from faulty equipment or installation or the risk of starting a fire. Also risk of trips and falls on trailing leads.</i></p>	Staff Students Visitors Contractors	<p>Fixed installation correctly installed by qualified electrician, and inspected regularly.</p> <p>All repairs by qualified electrician.</p> <p>Portable equipment checked for visual signs of damage before use.</p> <p>Pre-use check conducted by users for new equipment.</p> <p>System for reporting faults and taking equipment out of service in place</p> <p>Duty manager responsible for fuse box and to switch supply off in an emergency.</p> <p>Trailing leads kept to a minimum</p> <p>Sufficient outlets to support the range of equipment normally used. Use extension leads and adaptors only where necessary</p> <p>Use of cable covers where cables are a trip hazard</p> <p>Use nearest available socket to reduce need for extension leads</p>	1 x 3 = 3	<p>Safety plugs in sockets.</p> <p>Electrical equipment subject to regular safety inspection and test (PAT testing).</p> <p>All tested appliances to be labelled showing date tested / next test date. Log to be kept:</p> <p>PAT Testing certificate</p> <p>PAT Equipment Register</p> <p>PAT Faulty Equipment Register</p> <p>PAT Repaired Equipment Register</p>	<p>Stephen Hague (Electrics)</p> <p>Jackie Manning (PAT Testing)</p>		

Type / Area	Hazard	People at Risk	Existing Control Measures	Risk Score and classification	Further Control Measure / Actions Required	By Who	By When	Action Completed / Control Measure Implemented
Use of external companies /contractors	Poor workmanship	Students	Appropriate public liability insurance in place (£5m public liability) Market Insurance.	1 x 4 = 4	Implement badge system for contractors.	Martin Heaton	October 2018	
	Poor practices	Staff	Restricted access. Students briefed on potential hazards.		All statutory approvals, such as planning permission and building regulations sought where applicable.			
	Lack of competency	Visitors	Contractors must sign in and out of the premises. Culture in which strangers are challenged.		Risk assessments and method statements to be provided by contractors.			
	Security - unauthorised entry to premises	Contractors	Clear signage for visitors to main entrance/other services.					
	Work at height - Falling objects		Work area to be agreed between contractor and TMP duty manager. Pre-contract meeting to agree safe systems of work to be used prior to works commencing on site					
	Could cause:		HCC registered contractors used. Where this is not possible, contractors thoroughly vetted to satisfy selection criteria e.g. (have H&S Policy and adequate insurance etc.), and be competent to undertake the tasks for which they are commissioned.					
	Broken bones, significant head/multiple injuries, Cuts, abrasions, muscular, skeletal and other physical injuries		Duty manger monitors work of the contractors and have regular liaison meetings.					
	Property damage/fire		Equipment, eg ladders adequately secured/removed at end of each working day.					
			Area below work to be securely fenced off with warning signs displayed.					
			'Work in Progress' signage to be clearly displayed.					

Type / Area	Hazard	People at Risk	Existing Control Measures	Risk Score and classification	Further Control Measure / Actions Required	By Who	By When	Action Completed / Control Measure Implemente
Lone Working	Vulnerability of people working in the building alone. Consideration given to staff at increased risk i.e. new or expectant mothers, inexperienced staff etc.	Staff	<p>Lone working activities avoided where practicable.</p> <p>Access to site controlled, eg locked door.</p> <p>External doors/windows secured to prevent unauthorised access.</p> <p>Mobile phone available</p> <p>Manager notified of intention to work outside regular hours and to be approved.</p> <p>Ensure a colleague, friend etc is informed you are working alone and who to contact in the event of overdue contact.</p> <p>Use of visitor badges / signing in book</p> <p>Do not allow access to unknown callers.</p> <p>Adequate lighting</p> <p>Key holders strictly controlled and numbers kept to a minimum.</p>	1 x 3 = 3	<p>Review lighting to ensure adequate in whole building.</p> <p>Installation of CCTV with visible display monitors and warning signage will provide an extra layer of security.</p>	<p>Stephen Hague</p> <p>Martin Heaton</p>	<p>September 2018</p> <p>September 2018</p>	
Site Security	Unsecured windows, doors, unauthorised access to the building	<p>Staff</p> <p>Students</p> <p>Visitors</p>	<p>External electric roller shutters on rear of building, internal shutters on all front windows and doors. Both rear exits can only be opened from inside.</p> <p>Metal security grills fitted to back rear windows with opening limiters on.</p> <p>Safety glazing used on main stairway.</p> <p>Duty manager checks all rooms before securing the building each evening.</p> <p>Security alarm activated by duty manager on closing the building overnight.</p>	1 x 3 = 3	<p>Shutters to be serviced annually</p> <p>Ensure members of staff who are manning the reception are vigilant about ensuring every member of staff, student, parent and visitor signs in and out of the building.</p> <p>Access control to be installed on main entrance.</p>	<p>Kieron Hersnip</p> <p>Hannah Thompson</p> <p>Stephen Hague</p>	<p>December 2018</p> <p>September 2018</p> <p>December 2018</p>	

Type / Area	Hazard	People at Risk	Existing Control Measures	Risk Score and classification	Further Control Measure / Actions Required	By Who	By When	Action Completed / Control Measure Implemented
Violence and Aggression	Student behavior, disagreements between students, students with anger management issues.	Staff Students	<p>Student disciplinary policy and procedures in place and reviewed annually.</p> <p>Safeguarding policy in place and reviewed annually.</p> <p>Staff training in safeguarding of students.</p> <p>Culture of respect at the students limits any form of aggression.</p> <p>Personal tutor available to coach students in anger management if required.</p>	2 x 2 = 4	<p>All policies and procedures are reviewed annually and staff training kept up to date.</p> <p>'Respect' posters displayed around the building</p>	Jackie Manning	Annually	
Instruments	Musical instruments, amplifiers, cables and leads.	Staff Students	<p>Instruments are regularly cleaned by the technician.</p> <p>Instruments are checked by the technician prior to group sessions.</p> <p>Instruments are repaired promptly, eg strings, drum skins.</p> <p>Second hand instruments/equipment purchased is tested before use.</p> <p>Electrical equipment such as amplifiers are checked regularly</p>	1 x 2 = 2	<p>Revise security arrangements for instruments that are on display, ie secure to display furniture.</p>	Kieron Hersnip	October 2018	
Noise Exposure	<p>Noise from bands, Noise from contractors.</p> <p><i>Could cause:</i></p> <p><i>Disruption to musicians/damage to hearing</i></p>	Staff Students Visitors Contractors	<p>Music practice rooms have been soundproofed with 15mm British Gypsum Gyproc Soundbloc double layered and 100ml Rockwool installed between secondary wall which is also double layered.</p> <p>Contractors to keep noise to minimum and work outside of main class times.</p>	2 x 2 = 4	<p>Install doors for performance space.</p> <p>Consider installing a soundproofed partition and door on first floor landing to reduce noise dispersion from rehearsal rooms.</p>	Martin Heaton	September 2018	

Type / Area	Hazard	People at Risk	Existing Control Measures	Risk Score and classification	Further Control Measure / Actions Required	By Who	By When	Action Completed / Control Measure Implemente
General Hygiene	<p>General Hygiene/Welfare</p> <p><i>Could cause:</i></p> <p><i>General infections.</i></p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<p>Building is cleaned on a daily basis with bathrooms and the kitchen area being cleaned multiple times each day. Condition of premises regularly checked with prompt maintenance if required.</p> <p>Hot water, soap and disposable paper towels and sanitizer provided in both bathrooms and kitchen area. Suitable sanitary disposal bins in place and arrangements for sanitary waste disposal.</p> <p>Adequate welfare facilities for staff and service users.</p> <p>Rubbish not allowed to accumulate. Food waste removed on a daily basis.</p> <p>No smoking in the building. Signs displayed.</p>	1 x 2 = 2	<p>Make sanitizer available in all teaching rooms.</p> <p>Put up signs in bathrooms to remind people to wash their hands.</p>	Kieron Hersnip	October 2018	

<p>Fire</p> <p>(General – see separate Risk Assessment for more detail)</p>	<p>Fire</p> <p>Property damage</p> <p>Smoke inhalation</p> <p>Physical injury</p> <p>Burns</p>	<p>Staff</p> <p>Students</p> <p>Visitors</p> <p>Contractors</p>	<ul style="list-style-type: none"> • Staff and students are familiar with evacuation procedure, location of nearest call point and extinguisher. • Fire exits checked daily for obstruction / ease of opening. • Fire alarm tested weekly, drills conducted termly. • Fire exits clearly marked and fire evacuation notices posted throughout site / in each classroom. • Fire doors checked regularly (self-closures operating, doors close freely etc.) • Adequate space, circulation routes and emergency exits. • Entrances and exits are clearly signed and well lit and kept free from obstructions. • All escape routes sufficiently lit for people to see their way out safely. • Ensured that all escape routes are adequately lit in event of a power failure. • Arrangements in place to ensure access maintained in snowy / icy conditions • Rubbish not allowed to accumulate. • No smoking in the building. Signs displayed. • Storage areas kept tidy. • Layout allows for unrestricted movement and safe circulation. 	<p>Please see separate risk assessment for Fire only.</p>			
-------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------	--	--	--

Appendix: Risk Score and Classification

Use the following tables to determine the risk score and classification of each hazard identified above

<u>Evaluation of Risk</u>							
Taking into account existing control measures:-							
A) Likelihood			B) Severity				Risk Score (A X B)
How likely is it that the hazard will occur?			If the hazard does occur how severe is the potential outcome?				
Probable	Occasional	Remote	Negligible <i>(No injury)</i>	Marginal <i>(Minor injury needing first aid)</i>	Serious	Critical	Catastrophic <i>(Fatality)</i>
3	2	1	1	2	3 <i>(Injury requiring up to three days absence)</i>	4 <i>(Serious requiring more than three days absence)</i>	6

<u>Risk Classification</u>		
Risk Score	Risk Classification	Action Required
1-4	Low Risk	Acceptable. Can continue with existing control measures.
5-9	Medium	Tolerable. Can continue with additional control measures. Control measures must be continuously monitored and improvement made where possible
10+	High Risk	Unacceptable. Stop activity and implement further control measures to reduce the risk score.

Manager Check:

Is this risk assessment comprehensive, accurate and fit of purpose?	Yes
Have all control measures been implemented fully and have all users of the building been informed of them?	Yes
Manager Name and Signature:	Martin Heaton
Date:	5 th September 2018