



Leeds School of Arts

Project/Activity Risk Assessment

Project/Activity : Describe the task or activity being assessed. Include names of individuals that are involved in the activity or input into a separate document.		Date and times of project /Activity
Area Covered/ Locations		
Head of School	Manager /Supervising Tutor	Health and Safety Signature
Risk Assessment Completed by :		Date:

All students and staff must review this generic risk assessment to familiarise themselves with the hazards and control measures to ensure safety. Where an activity falls outside of the scope of the Generic Risk Assessment below a specific Risk Assessment will be necessary.

Please note - You must read each Hazard and the control measures aligned to the hazard to ensure your activity is suitably covered by this risk assessment . If the hazard and control measures are NOT covered you will need to speak to your tutor for guidance who will arrange for you to liaise with our School Health and Safety Manager.

Risk assessments must be updated or amended when there is a significant change.

Activities involving these ticked hazards and associated control measures are applicable and covered in this generic risk assessment. You must ensure you read the control measures for a particular hazard to determine if this risk assessment is suitable and sufficient for your particular activity.

Hazard	Present	Hazard	Present	Hazard	Present
Access / Egress: Blocked or restricted, difficulties- e.g., rough terrain	✓	Fatigue / long hours/ physical exertion / stress psychological, physiological	✓	Artist / presenter using or controlling special tools or props	✓
FIRE & Flammable materials / liquids e.g., paints / spraying etc	✓	Smoking	✓	Domestic Premises	✓
Electricity, electrical appliances	✓	Crowds /General Public / Civil unrest	✓	Unfamiliar with workplace/ locations e.g., freelance staff, contractors, visitors	✓
Camera operations e.g., cranes, cables, remote, Steadicam	✓	Manual Handling	✓	Night Operations / Unsociable hours	✓
Public Highways	✓	Weather - extremes of e.g., Wind, heavy rain, storms, high temperatures etc.	✓	Props e.g., practical, breakable items, non-fire retardant	✓
Noise	✓				

If you are unsure about an activity, always seek advice from your tutor or school Health and Safety Manager before proceeding.

Activities including the hazards below are NOT covered in this risk assessment and are therefore not applicable and require a specific risk assessment. Please liaise tutors or with your school Health and Safety Manager.

Hazard	Present	Hazard	Present	Hazard	Present
Explosives / fireworks		Risk of infection e.g., from make-up, kissing, infectious diseases etc		Animals	
Scenery Hazards e.g., unusual shape, revolves, non-fire retardant, flown from Grid		Audiences / stewarding / Disabilities		Flying e.g., Aircraft / Micro lights / Balloons/ Parachutes / Hand Gliders	
Special visual effects e.g., fire, snow, smoke, dry ice, rain, pyrotechnics		Food Poisoning / Food Contamination e.g., food preparation, food handling		Compressed gas / cryogenics	
GRID – contractors working on		Stunts		Confined Spaces e.g., mines, tanks, sewers, restricted sets	

Hazard	Present	Hazard	Present	Hazard	Present
Temperature extremes of heat / cold		Lasers / stroboscopic effects		Children / Young Persons	
Lifting Equipment e.g., forklift trucks, cranes, hoists		Vehicles / motorcycles e.g., use of, filming of / from, artists driving		Violence e.g., verbal / physical abuse	
Derelict building hazards e.g., asbestos, rats, bird droppings, dangerous structures, services		Disabled artist, presenter, contributor with possible access requirements		Portable Tools above 110v	
Weapons / Hazardous Props / Prop weapons (I.e. props which could be mistaken as a real firearm)		Design – and construction of sets, construction materials		Excavation	
Diving Operations		Work at Height e.g., scaffolds, mobile elevated working platforms (cherry pickers etc), Ladders, Tallscope, roof work, cliffs, mountaineering		Hazardous Substances e.g., chemicals, dusts, drugs, vapours, fume oils, mists, micro-organisms	
Radiation ionising / non-ionising		Working overseas		Alcoholic drinks / hospitality e.g., giving to contributors, presenters etc or at launches / events / parties	
Water / Proximity to water e.g., work in, on or near, use of – tanks, boats etc					

Risk Assessment completed by using a 3 x 3 Matrix – see page 11

This document identifies the **likelihood** of persons or equipment coming to harm from certain **hazards** and considers the severity of any potential damage, injury or illness - these are known as **risks**. **Control Measures** are implemented to reduce the likelihood of occurrence, eliminate a hazard, or if this is not possible, control the risk to adequate levels. Risks can be controlled as far as reasonably practicable by reducing the likelihood of a hazardous event occurring and/or reducing the consequences of a hazardous event, should it occur. Residual risk may be present, even after appropriate control measures have been put in place.

Hazard	Main risks Identified	Who is at Risk	Risk Level	Control Measures to minimise risk	Additional Notes (for users to complete if required)
Access / Egress	Restricted access / egress or blocking access / egress leading to an incident	Students/ Staff Public	1	- Ensure access and egress routes are always kept clear. - Equipment should be kept clear from doors, fire exits or staircases to allow safe escape in an emergency. - Before project activity, ensure that all fire exits are accessible, unlocked and open out to a place of safety (e.g., outside).	
Artist / presenter using or controlling special tools or props	Risk of injury	Students Contributor	3	- Person experienced and competent in use of special tools. - Safe distance for filming and / recording if required.	
Crowds / Public	- Risk of crowds public interfering with filming, recording and equipment - Risk of tripping from cables	Public	1	- Minimal kit used. - Choose a safe position, where you will not obstruct the public. Ensure that there is plenty of room for people to pass without having to step into the road or encounter other hazards. - Plan a safe route and ensure there are no trip hazards.	
Camera Ops	- Risk of collision with public - Risk of tripping	Students/ Staff Public	1	- Battery operated camera no cables. - Be vigilant with equipment. - Plot safe route prior to movement and ensure no trip hazards in the way.	
Domestic Premises	- Use of mains power - Risk of damage to fixed installation or existing furniture - Not being able to get out	Students/ Staff Homeowner	3	- Do not smoke in domestic premises – as you are in a place of work, so smoking is not allowed. - Before using any 13a socket you must check it by using the supplied test plug, before plugging	

Hazard	Main risks Identified	Who is at Risk	Risk Level	Control Measures to minimise risk	Additional Notes (for users to complete if required)
	in an emergency as unfamiliar with premises • Risk of electrical shock from faulty supply			anything into it. First visually inspect the socket for cracks, damage, burns, or signs of liquid. If anything appears wrong do NOT use the socket. If the socket appears to be in good order, you can carefully plug in the tester. This will show up basic faults with the wiring to the socket. Only proceed if the lights show on the tester in the correct order. If the tester indicates any sort of fault, do NOT use the socket. • If in doubt, do NOT proceed.	
Electricity	• Risk of electrical shock / burns • Risk of fire from faulty equipment	Students/ Staff Public	3	• All electrical equipment is visually inspected before use including cables and plugs (if present). • Any faulty equipment not to be used, taken out of serviced and reported to loan support desk (ON return of equipment). • Check plug sockets visually for damage before use if damaged DO NOT USE. • Lamps must be securely fixed to stands, using safety chain when suspended, and sandbagged or gaffer taped down when on floor stands. • Cables must be secured so as not to be a trip hazard. • Use gloves when adjusting hot lamps. Do not move hot/live lamps. • Do not leave any lamps unattended.	
Fatigue	• Risk of fatigue leading to increase of incident / injury	Students/ Staff	2	• Ensure that a maximum 10-hour working day is observed. • Ensure regular breaks are taken. • Ensure you have food and drink throughout the day.	

Hazard	Main risks Identified	Who is at Risk	Risk Level	Control Measures to minimise risk	Additional Notes (for users to complete if required)
Fire	Risk of being trapped in building in fire or other emergency situation	Students / Staff Public	3	- Ensure there is clear escape route from the activity area. - No additional fire hazards being introduced - Ensure fire exit or exit from property is kept clear at all times. - No use of practical flame in project.	
Hand Tools	Use of hand tools, power tools, sharp set dressing materials	Students/ Staff	2	- All equipment is battery operated. - Visually inspected equipment for damage before use – DO NOT use if faulty. - Individuals have had training in how to use the equipment safely. - Equipment operated in safe area. - Equipment must not be left unattended when switched on.	
Locations	Exterior filming / using sound equipment near public	Students Staff Public	2	- Avoid lone working if possible. - You may film and / record at outdoor public attractions - - You may film and/ record the interior in a public building e.g., library with permission. - Seek permission and agreement from privately owned premises and business premises before any activity takes place. - Ensure you and all project participants have received a full visitor Health & Safety induction from the private establishments before project activity commences. - Ensure you receive and adhere to risk assessments from private establishment before you start your activity. You may be asked to submit a risk assessment to the private establishment before you carry out your project – seek guidance from tutors and H&S manager.	

Hazard	Main risks Identified	Who is at Risk	Risk Level	Control Measures to minimise risk	Additional Notes (for users to complete if required)
				• The council has a code of conduct that should be followed when working in the city centre/ council owned spaces link below - https://www.leeds.gov.uk/commercial-opportunities/city-centre-advice-on-activities. • If planning a project in the city centre – i.e. parks /squares etc – ensure you seek advice from Learning officers at the helpdesk 2 weeks before the activity as you may need permission from the council. • Choose a safe position, where you will not obstruct the public. Ensure that there is plenty of room for people to pass without having to step into the road or encounter other hazards. • Do not work in car parks, where vehicle access is required, or where you would block public or vehicle access e.g., by a fire escape, loading bay or shop entrances. • Obtain written consents for any members of the public who contribute. You should explain the purpose of your project. • Have someone to act as lookout/observe public movements and prevent any collisions/incidents etc. • In busy pedestrian areas, try to avoid filming and / recording on the move. If this is necessary, you should wear high viz clothing and guides should be used to ensure that cameramen/operatives are kept away from members of the public. • Ensure you project follows any ethical guidelines set by course tutors when filming, photography and sound recording.	

Hazard	Main risks Identified	Who is at Risk	Risk Level	Control Measures to minimise risk	Additional Notes (for users to complete if required)
				If filming in a public area, signage must be used to alert the public to the filming.	
Manual handling	- Risk of injury while moving set props / materials - Risk of injury when moving equipment to / from - Risk of injury to cast through incorrect manual handling technique	Students/ Staff	2	- All should be competent to handle objects they have to work with in a safe manner unless they have a medical condition which prevents them from lifting, and they should inform the production of this. - All should be trained and aware of the correct manual handling technique – seek advice from tutor if training is required. - Items should be weight marked where possible. Heavy items should have a two-person lift.	
Night Operations	- Risk of long hours or risk of violence if project takes place in certain parts at night - Risk of equipment being taken	Students/ Staff Public	2	- Project work - only in well-lit area - Ideally carry out project work in familiar / built up areas. - All projects involving filming or using sound equipment to be stopped by 22:00 unless in your own residence. - Adequate work lighting kept separate from stage / film , equipment lighting. - Avoid lone working.	
Props	Risk of minor injury when using props	Students/ Staff Contributor	1	- Ensure person operating prop is not distracted by filming and / sound recording. - Ensure person operating prop has experience of the activity. - Person operating prop is to be directed to do something unusual with the prop or use it out of its purpose. - Rehearse action prior to allow for safe use – give scheduled rehearsal time in filming and / recording schedule.	
Public Highways	Risk of being hit by vehicle leading to injury	Students/ Staff	2	- Film and / recording from pavement only. - Use designated crossing when crossing roads.	

Hazard	Main risks Identified	Who is at Risk	Risk Level	Control Measures to minimise risk	Additional Notes (for users to complete if required)
		Public		No filming from or in moving vehicles.	
Smoking	- Risk of smoke inhalation - UK law prevents from smoking in a workplace / public indoor place	Students/ Staff Public	1	- Permission needs to be sought. - Smoking to be part of artistic performance only. - No smoking on rehearsals – only on takes and keep takes to absolute minimum. - Use of herbal cigarettes only. - Ensure person (artiste) smoking is happy to carry out performance and does not have any respiratory problem that could be exasperated by smoking.	
Travel to / from location	Risk of injury when travelling in vehicles	Students/ Staff	2	- Minimal kit to be carried. - Reputable licensed taxis used where necessary - Adhere to road safety advice when traveling in a vehicle – see link: https://www.hse.gov.uk/roadsafety/ - Avoid lone working if possible.	
Weather	Risk of hypothermia from cold	Students/ Staff	2	- Check weather forecast prior to carrying out project. - Stop project if adverse weather conditions e.g., high winds, icy conditions. - Suitable clothing and footwear to be worn for conditions.	
Noise	- Hearing loss/ damage/condition e.g. Tinnitus - Distraction and disturbance, which can increase the likelihood of accidents and injuries.	Students/ Staff Public	3	- Refer to the course delivery on Noise – guidelines - information, instruction and training on Noise. - A separate risk assessment will be deemed necessary if you have not had the course delivery on Noise as part of your course. Seek guidance from course tutor and the school's	

Hazard	Main risks Identified	Who is at Risk	Risk Level	Control Measures to minimise risk	Additional Notes (for users to complete if required)
	• Interference with communication between individual and others. • Risk of individuals not being able to hear hazard warnings and safety alarms.			H&S manager on producing a separate risk assessment. • Noise Exposure - Hearing protection (PPE) must be suitable for the levels and types of noise individuals are exposed to -Refer to course guidance on Noise. • Extra care should be taken when using headphones with regards to situational awareness and volume levels as headphones are capable of producing high levels of sound which can damage hearing. • Students provided with information on Control of Noise at Work Regulation as part of Control of Noise at Work Regulations 2005 : https://www.hse.gov.uk/noise/regulations.htm and The Purple Guide to Health, Safety and Welfare at Music and Other Events The Purple Guide – Section 17 Noise - Institutional access given to students. Refer to course delivery for login details. • Local environment noise monitoring should be undertaken where this is thought to exceed control limits – seek guidance from course tutor. • Lone working to be avoided. • Separate risk assessments may be deemed necessary if council/establishments or public /private premises require this – seek guidance from course tutors and the school H&S manager.	

L I K E L Y H O O D	* Risk Matrix	SEVERITY		
		MINOR - 1 Cuts, sprains, bruises, Minor burns, property damage	MAJOR – 2 Non-life threatening, fractures, dislocations, muscle strains. Cuts, burns needing medical treatment.	SEVERE – 3 Life-threatening, loss of limb, major fracture, exposure. Hypothermia, Penetrating eye injury
	UNLIKELY - 1	Trivial - 1	Slight – 2	Moderate – 3
	POSSIBLE - 2	Slight – 2	Moderate – 4	Significant – 6
	LIKELY - 3	Moderate - 3	Significant – 6	Unacceptable – 9