

Risk Assessment Form



Department/Section: Creative Industries / Music Business

Activity: Perth College Music Awards (Student Project)

Date: 18/04/2013

Reference Number:

Designated Person: Helene Fuchs / Richard Smernicki

Assessor(s):

(S) Severity: 1- Negligible 2 – Marginal
3- Significant 4 – Critical 5 – Catastrophic

(L) Likelihood: 1 – Extremely Remote 2 – Remote 3 – Remote Probability 4 – Reasonably Probable 5 – Very Likely

(RR) Risk Rating : 1-6 – Very Low Risk 7-12 – Moderate Risk 13-18 – Unacceptable 19-25 Do Not Proceed

Risk Rating Calculator = S x L = RR			With Existing Controls in Place				With Additional Controls in Place			
No	Activity Breakdown	Hazard	Persons at Risk	(S) 1-5	(L) 1-5	(RR)	Control Measures	(S) 1-5	(L) 1-5	(RR)
1	Invite only event seated at tables (flat surface) LED Lights on tables	Crowding Slips, trips, spillage Fire Concerns	E//S//P	3	3	6	Controlled Invites (numbered tickets) Plastic containers for drinks Clean Spillages Immediately Non flame lighting, no electrical over-crowding (plugs etc) Fire Marshal on site (Andrew Wardle)	2	2	4
2	Staffed Bar (as supplied by Perth College Students Union)	Spillage Drunk, anti-social behaviour First Aid	E//S//P	2	3	5	Specific bar/reception Area outside of lecture theatre Clean Spillages Immediately Plastic containers for drinks Sufficient trained staff to supervise at all times. As supplied by Green Room Perth (external bar provider.) Only 18's years old (and over) guests will be served alcohol (ID checks will take place at	2	2	4

							the bar by staff to confirm this). All inappropriate behaviour will be challenged, and perpetrators asked to leave. There will be access to the duty manager and first aiders. Supervisors know what to do in the event of an incident; Richard Smernicki, Andrew Wardle, Andrew Dyce. Close proximity to NHS facility (Perth Royal Infirmary Accident & Emergency).			
3	Performers on Stage / Awards Ceremony Host	Electrocution, Slip/Trip/Fall	E//S//P	2	3	5	Stage management team (of two) will be supervised to ensure acts safety when getting on/off stage Sound Engineer (3 rd year student) & Manager (Staff) in attendance at all times.	2	2	4

Severity Legend

1. Negligible Hazard: will not result in serious injury or illness beyond minor first aid, remote possibility of damage to property/equipment.
2. Marginal Hazard: can cause illness, injury and/or property damage but the results would not be expected to be serious.
3. Significant: May result in lost time injury and or property damage.
4. Critical Hazard: can result in serious illness, severe injury and/or property/equipment damage.
5. Catastrophic: Imminent danger exists, hazard capable of causing death and/or illness on a wide scale.

Likelihood Legend

1. Extremely Remote // Unlikely to occur.
2. Remote // May occur in time.
3. Remote Probability // A rare combination of factors to occur.
4. Reasonably Probable // A combination of factors to occur.
5. Very Likely // Occur immediately or shortly.

Person at Risk Key; E // Employee S // Students P // Public C // Contractors

Further Information

Event Details // This April (2013) will see the first annual Perth College Music Awards. The Ceremony will celebrate, reward and showcase Perth College UHI Music students works from NC to Degree level. Held on the 18th April 2013 this awards ceremony will be an evening of celebration featuring live music, awards and comedy.

Date // 18 April 2013

Who // Performers, Students, Staff, Over 18's

What //

- Ticketed event // Guest list
- Bar // over 18's only
- Seven performances (3 band & 4 Solo/Acoustic)
- 4 Stage Management Crew
- 2 Sound // Light Engineers
- 1 Compere
- 2 // 3 College Staff (Lecturers)
- 2 Bar Staff
- Caretaker
- Event Manager (Helene Fuchs)

Room Specifications // Attached to Risk Assessment Email

Notes //

- All drinks served in plastic containers
- All guests will require identification to buy alcohol
- Any spillages will be cleaned up immediately
- Fire Marshals in attendance
- First Aiders in attendance