

Risk Assessment Form

Name of Assessor: Phill Liggett

Date: 03/08/2023

Work area: Studios (Audio studios & Post Production Suites)

Time: 10:45

Brief Description of work activity being assessed: Studio Production activities.

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing control measures	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Slips and Trips	Staff, Visitors, Students	Injuries from a fall e.g. Bruising, breaks, sprains.	General housekeeping. No trailing leads or cables. Work areas are kept tidy. Studio is cleaned each morning.	1	4	4	N/A	1	4	4	Facility Manager	August 2024
Electrical	Staff, Visitors, Students using electrical equipment.	Shocks/Burns from faulty or improperly used equipment.	Portable Appliance Testing is performed. Only technical staff are authorised to install and maintain electrical equipment. No food or liquid is permitted in the studios. Studio desks and equipment are operated by students and staff after appropriate level of training.	1	5	5	N/A	1	5	5	Facility Manager	August 2024
Stress	Staff, Students	Stress related illness due to factors such as bullying, lack of job control, assessment deadlines etc.	Staff understand their roll and responsibilities. Anti-Bullying policy in place. Line managers available for 1 to 1 chats with staff. Student support system	1	4	4	N/A	1	4	4	Line Managers	August 2024

			in place for students that require academic/pastoral support.									
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Noise – Studio Monitors	Staff, Students, Visitors	Temporary or permanent hearing damage due to exposure to sustained high levels of sound.	Staff and students undergo training in use of sound level and monitoring.	2	3	6	N/A	2	3	6	Tutors, Line Managers	August 2024
Lighting – Dark studio Lighting	Staff, Students, Visitors	Trips due to lower light levels.	All cables and furniture are clear of walkways. Flash Lights provided to maintenance staff working being studio desks.	2	4	8	N/A	2	4	8	Line Managers	August 2024
Heavy Objects e.g. Studio Amps, Instruments.	Staff, students handling heavy objects.	Injuries or Back Pain from mishandling heavy objects.	Trolley provided for transporting equipment. Manual Handling training given.	2	4	8	N/A	1	4	8	Facility Manager	August 2024

Risk Matrix

↑ INCREASING CONSEQUENCE	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		INCREASING LIKELIHOOD →				

Calculating risk

When calculating the 'Risk Rating' use the provided risk matrix.

How to control risk

1. Eliminate - Completely remove the hazard.
2. Reduce - Reduce the hazard. e.g. Carry less weight by reducing the load.
3. Prevent Contact - Stop people coming into contact with the hazard. e.g. Safety barrier.
4. Safe System of Work - Implement and follow safe procedures and practices.
5. Personal Protective Equipment (PPE) - Use the appropriate protective equipment.

Further information

For further information and guidance please contact the Facility Manager or a Health and Safety representative. Email: healthandsafety@futureworks.ac.uk or Call 0161 214 4600.

Review Date: August 2024

Signature: P.LIGGETT