



Summary

Reference: RA050369/1

Sign-off Status: Authorised

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|--|---|
| Date Created: 24/06/2021 | Confidential? No |
| Assessment Title: UCL Chamber Music Club (CMC) - practice room risk assessment | |
| Assessment Outline: This risk assessment is for general use of the CMC practice room, which has been re-opened after covid restrictions have been lifted. The activity that will be carried out is music practice, using the piano provided or instruments belonging to our members. The number of people in the room at any one time could be between 1 and 4. The Chamber Music Club is not affiliated with any UCL Department (the person doing the Risk Assessment works in Information Services Division, but this department is not responsible for CMC activities). This Risk Assessment will be approved by two members of the CMC Committee, along with the CMC Chair (who is not a UCL staff member). | |
| Area Responsible (for management of risks) | Location of Risks On-Site |
| Division, School, Faculty, Institute: Information Services Division | Building: Wilkins Building (Main Building) |
| Department: All Departments | Area: Basement |
| Group/Unit: All Groups/Units | Sub Area: Other |
| Further Location Information: The room number is B59. | |
| Is this a GMM Class 1 Risk Assessment?: | |
| | UNITED KINGDOM |
| Assessment Start Date: 19/08/2021 | Review or End Date: 18/08/2022 |
| Relevant Attachments: | |
| | Description of attachments: |
| | Location of non-electronic documents: |
| Assessor(s): MOONEY, ELIZABETH | |
| Approver(s): ELIZABETH MOONEY TABITHA TUCKETT | |
| Signed Off: ELIZABETH MOONEY (18/08/2021 12:45) TABITHA TUCKETT (19/08/2021 10:42) | |

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

| CATEGORY |
|----------------------------|
| Employees |
| Post-Graduates |
| Undergraduates |
| Visitors |
| Women of Child-bearing Age |
| Other |



1. Music rehearsals

Description of Activity:

Music practice/rehearsals by individuals and/or small ensembles of up to 4 persons, using the piano provided and/or instruments owned by CMC members.

Hazard 1. Lights left on when not in use

Increased use of energy from lighting results in inability to meet UCL carbon emissions targets and increased costs for UCL

Existing Control Measures

Display notice to request room users switch off lights when vacating the room.

Hazard 2. Excessive waste

This relates to the small waste bin in the room.

Increase in waste costs to UCL and potential environmental damage from disposal.

Existing Control Measures

Ensure that the bin is emptied when the room is cleaned (once per month).

Encourage users to take away their waste and not leave in the room.

Hazard 3. Heating/Cooling left on when not required

This relates to the radiator in the room that can manually be switched on and off.

Increased use of energy from equipment results in inability to meet UCL carbon emissions targets and increased costs for UCL.

Overheating/cooling of the area causes discomfort. Increased use of energy from heating/cooling results in inability to meet UCL carbon emissions targets and increased costs for UCL

Existing Control Measures

Display notice to request room users switch off radiator when vacating the room.

Hazard 4. Lone working

Being alone in the room could result in no-one being able to assist if an incident/accident happens

Existing Control Measures

CMC has a Lone Worker Policy, detailing what to do in an emergency, and the measures in place to check in on Lone Workers.

We will ensure all members have access to the policy, and are expected to read it before using the room.

Risk Level

With Existing Controls:

Risk
Level

**A -
Very
Low /
Trivial**