



Summary

Reference: RA054057/1

Sign-off Status: Authorised

<b>Date Created:</b> 18/10/2021	<b>Confidential?</b> No
<b>Assessment Title:</b> UCL Chamber Music Club (CMC) - rehearsals and concerts in Haldane Room, Wilkins Building	
<b>Assessment Outline:</b> This risk assessment is for rehearsals and concerts carried out by members of the UCL Chamber Music Club in the Haldane Room. The activity that will be carried out is music practice and performance, using the piano provided or instruments belonging to our members or singing. The number of people in the room at any one time could be up to 35 including audience (who could be staff and students at UCL or people external to UCL). The Chamber Music Club is not affiliated with any UCL department; (the person doing the risk assessment works in Library Services but this department is not responsible for Chamber Music Club activities). This risk assessment will be approved by two members of the CMC committee, together with the CMC Chair (who is not a UCL staff member).	
<b>Area Responsible (for management of risks)</b>	<b>Location of Risks</b> On-Site
<b>Division, School, Faculty, Institute:</b> President and Provost	<b>Building:</b> Wilkins Building (Main Building)
<b>Department:</b> Vice-Provost (Research, Innovation and Glob. Eng)	<b>Area:</b> Ground and Above
<b>Group/Unit:</b> Library Services	<b>Sub Area:</b> Seminar Room/Meeting Room
<b>Further Location Information:</b> Haldane Room	
<b>Is this a GMM Class 1 Risk Assessment?:</b> UNITED KINGDOM	
<b>Assessment Start Date:</b> 18/10/2021	<b>Review or End Date:</b> 18/10/2022
<b>Relevant Attachments:</b>	
<b>Description of attachments:</b>	
<b>Location of non-electronic documents:</b>	
<b>Assessor(s):</b> TUCKETT, TABITHA	
<b>Approver(s):</b> ELIZABETH MOONEY TABITHA TUCKETT	
<b>Signed Off:</b> TABITHA TUCKETT (19/10/2021 11:41) ELIZABETH MOONEY (19/10/2021 12:13)	

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

<b>CATEGORY</b>
Employees
Post-Graduates
Undergraduates
Members of the Public
Visitors
Disabled Persons
Women of Child-bearing Age
Young Persons
Other

**1. Music rehearsals and performance**

**Description of Activity:**

Music practice / rehearsals / performance by individuals and/or small ensembles using the piano and/or harpsichord provided and/or instruments owned by CMC members, with or without an audience, up to a maximum of 35 people in the room at any one time.

**Hazard 1. spread of COVID-19 virus**

Infection of people in the room with COVID-19 virus

**Existing Control Measures**

Following UCL recommended COVID-19 safety measures, including:  
 ventilation including opening windows;  
 room capacity restricted to 35 maximum;  
 pre-registration of audience members;  
 social distancing;  
 face-coverings strongly recommended in line with UCL policy.

**Hazard 2. Manual lifting, handling or carrying**

Musculo-skeletal injury from push, pull, lift load

**Existing Control Measures**

Concert organisers advised to read Manual Handling guidelines on the Estates website - link provided on the CMC concert organisers' webpage: <https://www.ucl.ac.uk/chamber-music/committee-constitution/concert-organising>

**Hazard 3. Trip hazard**

Music and equipment stands, bags and cases of musical instruments, musical instruments, chairs.

**Existing Control Measures**

Concert organisers are to follow guidelines on the CMC Concert Organisers' Checklist, displayed on the CMC Concert Organisers' webpage, including to tell musicians where to keep cases, bags, musical instruments and music stands.  
 Chairs and stands are to be set out before the audience is admitted to the room.  
 Set up of equipment stands to leave aisles and all exit points free.

**Risk Level**

With Existing Controls:

Risk  
Level

**A -  
Very  
Low /  
Trivial**



## Actions

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### Actions associated with this Risk Assessment

\*\*\* No Actions have been recorded\*\*\*