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| **Refer to the H&S Guidance - Risk Assessment for help in completing this form.****Also see Appendix 1 - Matrix Table Explained to help you to calculate levels of risk.** | **Assessment Reference:** | **SCRA Easels** | **Date:**  | **11/11/24** |
| **College / Pro-Vice Chancellery:**  | REKEE | **School / Department:**  | UAL Short Courses | **Location:**  | Any  |
| **Risk Assessment Title:**  | SCRA Easels |
| **Description of the task / activity / area:** | Using Easels and Drawing boards – to be used in conjunction with standard room RA |
| **Name(s) of Assessor(s):**  | AMS |
| **Risk Owner:**  | Tutor | **Review Date:** |  |

| **Ref No.** | **What are the hazards?****How could they cause harm?****What are the possible injuries/illnesses?** | **Who could be harmed?** (e.g. colleagues, contractors, visitors, passengers, public) | **What control measures are already in place?** | **Current risk** | **Detail any additional control measures needed**(add to action plan for implementation) | **Revised risk** |
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|  **Likelihood** | **Severity** | **Risk level** | **Likelihood**  |  **Severity** | **Risk level** |
| **G1** | *Easels being moved between storage location and location of use*  | Estates staff, SC Staff  | [Easels folding guide.docx](https://artslondon.sharepoint.com/%3Aw%3A/r/sites/UALSC/Operations/02.%20On-Site%20courses/09.%20PLANNING%20and%20MEETINGS/easels/Easels%20folding%20guide.docx?d=w805b5430488042259451545261b53a5a&csf=1&web=1&e=PCbbEE)All Easels must be checked and folded correctly before being moved between buildings / floors or beyond the boundaries of a studio. All easels to be moved individually (one at a time) or loaded correctly on to a trolly and secured in place.  | **2** | **1** | **3** | [easels tracker.xlsx](https://artslondon.sharepoint.com/%3Ax%3A/r/sites/UALSC/Operations/02.%20On-Site%20courses/09.%20PLANNING%20and%20MEETINGS/easels/easels%20tracker.xlsx?d=waff440c036c14e07a324be208dbe066c&csf=1&web=1&e=hdI24e)Tracking in place to plan and reduce the need for moving easels between room as much as possibleAny easels that are broken to be removed from circulation and disposed of  | **1** | **1** | **2** |
| **G2** | *Easels being set up in rooms in preparation for use*  | SC staff, Tutors | All easels to be stacked correctly at the side of the room if not in use All easels to be at least 2 ms away from anything that could be damaged or anyone who could be injured by collapse.  | **2** | **1** | **3** | All SC staff to receive training on the correct methods to set up an easel.Run every summer as part of temp staff training Any easels that are broken to be removed from circulation and disposed of | **1** | **1** | **2** |
| **G3** | Easels being moved during classes  | Tutors, SC learners, life models | Tutors to direct learner not to locate easels within 2 ms of anything that could be damaged or life models  | **1** | **2** | **1** | Tutors to do basic induction to easels at the start of the course Any easels that are broken to be removed from circulation and disposed of | **1** | **1** | **1** |
| **G4** | *Easels settings being adjusted during classes*  | Tutors, SC learners, life models | Where possible any Easels adjustments to be made by the tutor. If learners are adjusting the easels this need to be checked as secure by the tutor | **1** | **1** | **1** | Tutors to do basic induction to easels at the start of the course Any easels that are broken to be removed from circulation and disposed of | **1** | **1** | **1** |
| **G5** | *Drawing boards being adjusted during sessions* | Tutors, SC learners, life models | Where possible any Drawing board adjustments to be made by the tutor. If learners are adjusting the drawing boards this need to be checked as secure by the tutor | **1** | **1** | **1** | Tutors to do basic induction to easels at the start of the course Any easels that are broken to be removed from circulation and disposed of | **1** | **1** | **1** |
| **G6** | *Easels settings slipping at any time*  | Tutors, SC learners, life models | All settings checked as secure by SC staff when setting up easels  | **2** | **2** | **4** | Tutors advise learners to double check and tighten all settings on easels before using  | **1** | **2** | **3** |
| **G7** |  |  |  |  |  |  |  |  |  |  |
| **G8** |  |  |  |  |  |  |  |  |  |  |

**Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.**

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| **Name: Anna Marlen-Summers** | **Position: UALSC Manager** | **Signature: Digital** | **Date: 11/11/24** |

*If multiple departments are involved in the risk assessment, additional managers may wish to demonstrate their acknowledgement by signing below.*

**Additional Manager Acknowledgement** [optional] - I understand and accept the risks and how they are being managed, relevant to my area of control.

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| **Name:**  | **Position:**  | **Signature:**  | **Date:**  |
| **Name:**  | **Position:** | **Signature:** | **Date:**  |
| **Name:**  | **Position:** | **Signature:** | **Date:**  |
| **Comments:**  |

**ACTION PLAN**

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| **Ref No.** | **Action required** | **Responsible person/s** | **Due date** | **Status / date closed** |
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**Appendix 1 - Matrix Table Explained**

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| 1. **Risk rating matrix**
 | **Severity** |
| **Slight harm****(1)** | **Moderate harm****(2)** | **Extreme harm****(3)** |
|  |  | *Health* | *Nuisance and irritation, e.g. headaches**Temporary ill health leading to discomfort* | *Partial hearing loss, asthma, ill health leading to permanent minor disability* | *Severe life shortening diseases, permanent disability**Acute fatal diseases, permanent total disability* |
|  |  | *Safety* | *Superficial e.g. bruises**Superficial e.g. minor cuts, eye irritation* | *Lacerations, burns, concussion, minor fractures e.g. fingers/toes* | *Multiple injuries, major fractures**Fatal injuries* |
| **Likelihood** | **Unlikely (1)** | *Isolated or “one off” occurrence**Unusual but may have happened before* | **VERY LOW** | **LOW** | **MEDIUM** |
| **Likely (2)** | *Will probably occur several times a year* | **LOW** | **MEDIUM** | **HIGH** |
| **Very likely (3)** | *Recurring and frequent, predictable* | **MEDIUM** | **HIGH** | **VERY HIGH** |

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| **Calculation of risk** |
| Use the table above to calculate the overall risk level of each hazard identified. Simply use the calculation: Likelihood (1, 2 or 3) x Severity (1, 2 or 3) to reach your overall risk level. See below for what this means in practice and what you need to do next.  |

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| **Very low****(1)** | These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. |
| **Low****(2)** | No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained. |
| **Medium****(3-4)** | Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period (usually no greater than within 3 months). Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| **High****(6)** | Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period (usually no greater than within 1 month) and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.  |
| **Very high****(9)** | **These risks are unacceptable**. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. **The work activity should be halted** until risk controls are implemented that reduce the risk so that it is no longer very high. **If it is not possible to reduce risk the work should remain prohibited. The H&S Team must be consulted.** |