



Summary

Reference: RA066549/3

Sign-off Status: Authorised

<b>Date Created:</b> 04/10/2024	<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 (or other similar rooms as required from time to time). 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 (who could be staff and students at UCL or people external to UCL) will be determined by the capacity of the room. The Chamber Music Club is not affiliated with any UCL department; (the person doing the risk assessment is the Club Chair and works in the LCN but this department is not responsible for Chamber Music Club activities). This risk assessment will be approved by two current or former members of the CMC committee.	
<b>Area Responsible (for management of risks)</b>	<b>Location of Risks</b> On-Site
<b>Division, School, Faculty, Institute:</b> Faculty of Maths and Physical Sciences	<b>Building:</b> Wilkins Building (Main Building)
<b>Department:</b> London Centre for Nanotechnology	<b>Area:</b> Ground and Above
<b>Group/Unit:</b> All Groups/Units	<b>Sub Area:</b> Seminar Room/Meeting Room
<b>Further Location Information:</b> Haldane Room, Wilkins Garden Room, other similar rooms as required	
<b>Is additional GM or HG approval required? Only relevant to specialist biological risk assessments (GMM2, GMM3, HG2, HG3, GM animals, GM plants) except GMM class 1.:</b>	<b>Click SELECT to change ONLY if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment</b>
<b>Assessment Start Date:</b> 04/10/2024	<b>Review or End Date:</b> 04/10/2025
<b>Relevant Attachments:</b>	
<b>Description of attachments:</b>	
<b>Location of non-electronic documents:</b>	
<b>Assessor(s):</b> FISHER, ANDREW	
<b>Approver(s):</b> Liz MOONEY MARIA KILADI	
<b>Reason for Review</b>	
<b>Type:</b> Periodic Review	
<b>Reason:</b>	
<b>Signed Off:</b> MARIA KILADI (04/10/2024 12:58) Liz MOONEY (04/10/2024 16:18)	

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

CATEGORY
Employees
Post-Graduates
Undergraduates
Members of the Public



**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.

**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;  
pre-registration of audience members;  
social distancing;  
use of face-coverings by individuals encouraged if that is their preference, 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 Assessment

Risk  
Level

A -  
Very  
Low /  
Trivial



Summary

Reference: RA064600/3

Sign-off Status: Authorised

<b>Date Created:</b> 04/10/2024	<b>Confidential?</b> No
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<b>Assessment Title:</b> UCL Chamber Music Club (CMC) - practice room risk assessment
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**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 is the Club's chair and works in the London Centre for Nanotechnology, but this department is not responsible for CMC activities). This Risk Assessment will be approved by two other members of the CMC Committee.

<b>Area Responsible (for management of risks)</b>		<b>Location of Risks</b> On-Site	
<b>Division, School, Faculty, Institute:</b>	Faculty of Maths and Physical Sciences	<b>Building:</b>	Wilkins Building (Main Building)
<b>Department:</b>	London Centre for Nanotechnology	<b>Area:</b>	Basement
<b>Group/Unit:</b>	All Groups/Units	<b>Sub Area:</b>	Other

<b>Further Location Information:</b>	The room number is B59.
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<b>Is additional GM or HG approval required? Only relevant to specialist biological risk assessments (GMM2, GMM3, HG2, HG3, GM animals, GM plants) except GMM class 1.:</b>	<b>Click SELECT to change ONLY if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment</b>
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<b>Assessment Start Date:</b> 04/10/2024	<b>Review or End Date:</b> 04/10/2025
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<b>Relevant Attachments:</b>
<b>Description of attachments:</b>
<b>Location of non-electronic documents:</b>

<b>Assessor(s):</b> FISHER, ANDREW
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<b>Approver(s):</b> Liz MOONEY MARIA KILADI
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<b>Reason for Review</b>
<b>Type:</b> Periodic Review
<b>Reason:</b>

<b>Signed Off:</b> MARIA KILADI (04/10/2024 12:54) Liz MOONEY (04/10/2024 16:13)
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<b>PEOPLE AT RISK (from the Activities covered by this Risk Assessment) *</b>
<b>CATEGORY</b>
Employees
Post-Graduates
Undergraduates
Members of the Public



**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. Potential transmission of SARS-Cov-2 virus between groups using the practice room**

Possibility of passing COVID-19 infection between individuals

**Existing Control Measures**

Interval to be observed between bookings: bookings will start on the hour and use of the practice room should end by ten minutes before the next hour (the 'UCL hour') - this will also allow the user time to return the room key to the Security Office in time for the start of the next booking.

**Hazard 2. 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 3. 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 4. 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 5. 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**