[Appendix A]

LEEDS BECKETT UNIVERSITY

LEEDS SCHOOL OF ARTS

Risk Assessment

Music & Performing Arts: Use of Specialist Spaces at Leeds School of Arts

This Risk Assessment relates to the use of Specialist Spaces in direct control by Music and Performing Arts Learning Support.

It is appliable for practice relating to learning, tuition, rehearsals, and independent study for approved/authorised Specialist Space Users.

Some Specialist Space may require additional instruction/induction before authorisation is granted.

Control measures are implemented for known risks and will be updated, or amended, following a significant event or change.

This document can also be used to support Performed Assessments including public performances in conjunction with further procedures as approved by Leeds Beckett University.

Document Version: V1

Document Date: September 2026
Revision Date: September 2027

Created by Jonny Coulson
Learning Support Team Manager

Reviewed by Tom Bowers
Head of Subject

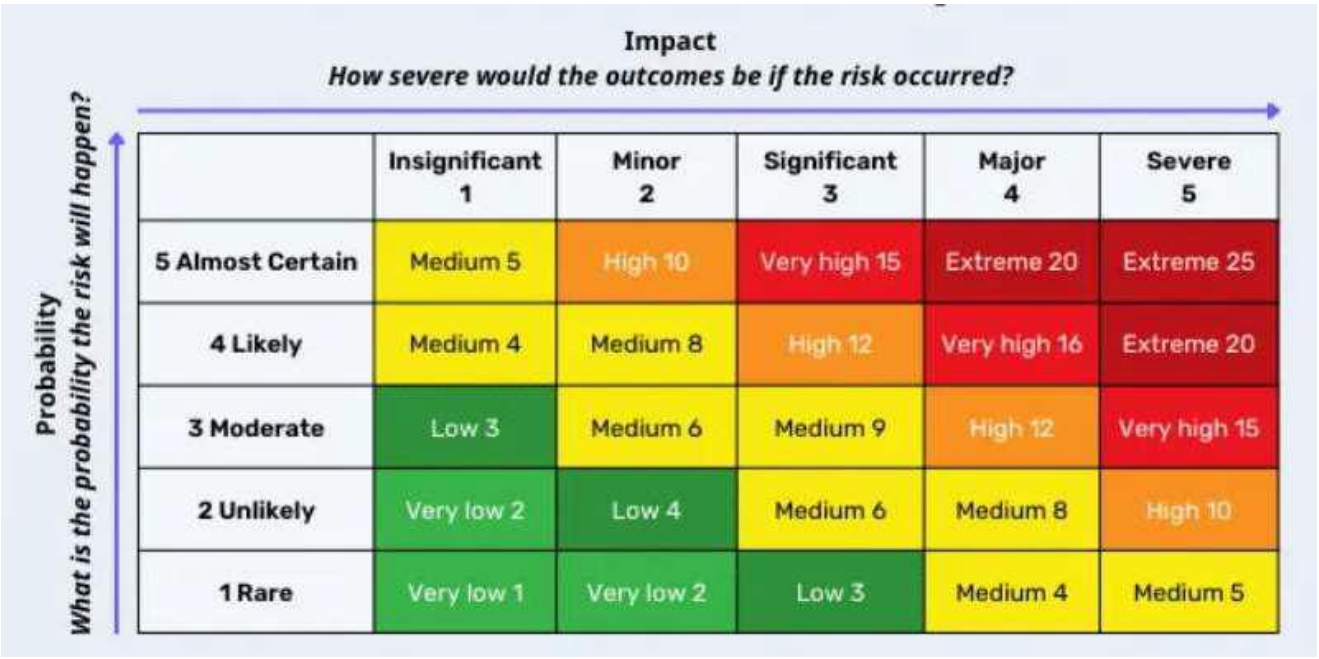
Approved by Hamera Bashir
LSA Health & Safety Manager

Restricted Activities	
Food & Drink	Only bottled water is permitted in Studios or Rehearsal Spaces. The use of food/drink in rehearsals/performances must be controlled and requires an additional Risk Assessment.
Alcohol/ Drug Use	Substance abuse prior to using and when using specialist and rehearsal spaces is prohibited. The distribution of alcohol as part of rehearsals/performances must be controlled and requires an additional Risk Assessment.
Explosives/ Fireworks	These are not permitted at any time.
Hazardous/ Messy Substances	Please do not bring any substances deemed hazardous to health onto site without permission from Learning Support. This includes paints or any materials that would cause mess. Use of certain substances must be controlled and requires an additional Risk Assessment and corresponding COSHH paperwork.
Unauthorised Access	All students and academics must have a full induction to specialist spaces and associated accessible areas. Do not enter areas you are not permitted to enter. Please see 'Off Site Working' for working in alternative spaces.
Animals	Except for service animals - animals are not permitted at LSA. Should you wish to use animals in your rehearsals/performance, an additional Risk Assessment and Animal Welfare plan will be required.
Work at Height	Working at height is defined as any elevated platform above ground level. This includes, standing on tables and chairs or working adjacent to a raised open edge. Students and academics are not permitted to use ladders. If you wish to work at height in your rehearsals/performance, an additional Risk Assessment is required.
Weapons	The use of weapons in rehearsals/performances needs to be controlled and requires a separate Risk Assessment.

Smoking	You are not permitted to smoke in any Leeds Beckett University building. Smoking as part of a performance must be integral to the piece and have academic approval. If applicable, an additional Risk Assessment and flame plot must be provided.
Use of Special Effects	The use of special effects requires a separate Risk Assessment. This includes the use of strobe lighting and haze/smoke effects from machines and/or pressurised containers.
Use of Scenic Elements	The use of Scenic Elements in performances is regulated and needs to be controlled with regards to the materials used in construction. As such, should you wish to use this in your rehearsals/performance, an additional Risk Assessment is required.
Fire Effects	You are not permitted to used naked flames in any Specialist Space; including but not limited to lighters and candles. If you wish to use a naked flame in your rehearsals/performance an additional Risk Assessment and flame plot must be provided.
Stunts	Do not carry out activities that put your, or others', safety at risk. All activities that carry risk must have approval from academic staff, be rehearsed regularly and participants deemed competent. An additional Risk Assessment and consent form will be required for certain activities.
Off-Site	Should you wish to use an 'alternative space' for your rehearsals/performance, this will need permission from the premises owner and both academic approval with an accompanying Risk Assessment.

This list is not exclusive: If unsure, always seek advice from Learning Support before proceeding.

Risk Matrix



	Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
5 Almost Certain	Medium 5	High 10	Very high 15	Extreme 20	Extreme 25
4 Likely	Medium 4	Medium 8	High 12	Very high 16	Extreme 20
3 Moderate	Low 3	Medium 6	Medium 9	High 12	Very high 15
2 Unlikely	Very low 2	Low 4	Medium 6	Medium 8	High 10
1 Rare	Very low 1	Very low 2	Low 3	Medium 4	Medium 5

Hazard	**Slips & Trips**	**Specific Concerns**	Spillages Trailing Cables

Initial Assessment	Likelihood **4**	Severity **2**	Risk **8**

Control Measures

Adhere to the department Studio Use Agreement when working in Specialist Spaces.

All spaces follow a cleaning regime.

All users requested to use closed water bottles/containers in spaces. Signage displayed on entrances to spaces as reminder.

Spill kit available in/adjacent to Specialist Spaces.

Ensure cables are routed out of main walkways and escape routes: Cables should not go through doors.

Where possible, tape down trailing cables using or use cable matting. Do not stand directly on a cable, step over it.

Keep spaces clear of debris and items that may present a trip hazard.

Wear appropriate footwear during practice. If the specialist space is suitable to work barefoot, ensure the floor is clear of any debris before proceeding.

All users of Specialist Space must make themselves familiar with hazards in the space before proceeding with their practice.

Final Assessment	Likelihood **2**	Severity **2**	Risk **4**

Hazard	**Physical Movement**	**Specific Concerns**	Strain/Sprain Fatigue/Overexertion/Faint Cuts/Abrasions Damages
Initial Assessment	Likelihood **4**	Severity **3**	Risk **12**

Control Measures

Adhere to the department Studio Use Agreement when working in Specialist Spaces.

Ensure space is clear and suitable to commence practice.

Where applicable, warm-up pre activity and cool-down post activity.

All space users to carry out physical movement to their own skillset and ability.

Users must remain aware of their surroundings when carrying out their practice.

Users must ensure they are hydrated and nourished, water points are available throughout the building.

Take regular breaks as necessary.

Students are instructed by professional practitioners, specific to their practice.

All users of Specialist Space must make themselves familiar with hazards in the space before proceeding with their practice.

First Aiders, and first aid resources are present onsite.

Final Assessment	Likelihood **2**	Severity **3**	Risk **6**

Hazard	**Fire**	Specific Concerns	Asphyxiation Burns Damages

Initial Assessment	Likelihood **3**	Severity **5**	Risk **15**

Control Measures

Follow the building fire strategy plan, observe Specialist Space capacities, and adhere to the department Studio Use Agreement.

Fire alarm installed at Leeds School of Arts, tested regularly (Thursday before 9am).

Evacuations scheduled to ensure occupants are aware of procedures: Fire Wardens are deployed to assist with evacuations.

Signage displayed throughout building to inform occupants on evacuation procedures with no smoking signage at entrances.

Users with a PEEP to seek advice from, and inform, staff regarding evacuations: Refuge areas located throughout the building.

Suitable firefighting equipment and evacuation equipment is available for use by trained personnel.

Electrical equipment to undertake PATesting and use power outlets installed with suitable overcurrent/RCD protection devices.

Do not store high risk flammable items adjacent to heat sources: Avoid storing large quantities of flammable objects together.

Hazardous substances brought onto site require a separate Risk Assessment, COSHH Documentation and Safety Data Sheets.

Use of Scenic Elements and Props must be controlled to ensure their construction is safe/suitable for use.

Final Assessment	Likelihood **2**	Severity **3**	Risk **6**

Hazard	**Access** **Ingress/Egress**	Specific Concerns	Delayed evacuation Unauthorised Access Damages/Theft
Initial Assessment	Likelihood **3**	Severity **4**	Risk **12**

Control Measures

Adhere to the department's Studio Use Agreement when working in Specialist Spaces.

All Users of Specialist Space must undertake a mandatory induction before proceeding with their practice.

Independent bookings can only be made once an induction is completed.

Independent bookings are managed by the MPACT Booking system - with agreement to terms of use.

Avoid working alone, if possible, work with others: This is for your safety.

Users must not lock doors when working in Specialist space.

Do not prop open doors.

Ensure all routes are kept clear: Do not obstruct doors, corridors, or fire exit routes.

Never store items on a staircase or in a refuge area.

Signage is deployed to prevent unauthorised access.

Key doors are locked to prevent access by unauthorised personnel to certain areas.

Some specialist spaces may require additional inductions prior to use - namely: Anechoic and Reverb Chambers.

Final Assessment	Likelihood **1**	Severity **4**	Risk **4**

Hazard	**Electricity**	Specific Concerns	Electrocution Burns/Fire Damages

Initial Assessment	Likelihood **3**	Severity **5**	Risk **15**

Control Measures

Adhere to the department Studio Use Agreement when working in Specialist Spaces.

Portable Appliances follow testing regime for electrical safety.

Electrical outlets follow periodic testing regime.

Plan electrical installations and always consider alternative power distribution methods: Multiple sockets may be on the same circuit.

Consider cable routes in heavy-traffic areas. If equipment or vehicles need to travel over a cable run, protect the cable with suitable ramps. If this is not possible, consider an alternative route.

Overcurrent/residual-current devices are installed to protect appliances and cabling. All final circuits are protected by a 30mA RCD device: Test local RCD before use - if present.

Do not cover electronic equipment, this may cause it to overheat and/or create a source of ignition - leading to fire.

Consider the power consumption of connected equipment and do not exceed the maximum permittable outlet from a circuit.

Any items brought onto site must first be PATested before use.

Users of electrical equipment must carry out a visual inspection before use. Never use electrical equipment that is damaged or that shows current/previous signs of malfunction.

Final Assessment	Likelihood **1**	Severity **5**	Risk **5**

Hazard	**Manual Handling**	Specific Concerns	Musculoskeletal injuries Strains/sprains Damages

Initial Assessment	Likelihood **3**	Severity **4**	Risk **12**

Control Measures

Adhere to the department Studio Use Agreement when working in Specialist Spaces.

Avoid manual handling - consider if the move is necessary. If necessary, always plan the lift: Assess the load and check your route. Ask for assistance from others and communicate clearly before and during the lift.

As with physical movement, ensure you are warmed up and that you are physically fit enough to undertake manual handling.

Use manual handling aids with a valid PUWER inspection to aid moving items. PUWER items are inspected regularly to ensure they are safe and suitable for use - trolleys can be made available to associates.

Use correct lifting procedure: Keep a wide base of support. Squat down, bend the knees and keep your back straight. Lift using your legs, slowly straightening hips/knees - do not lift using your back. Correct your grasp and reset your grip if required. Keep the load close to the body. When moving, change direction using your feet, and lead with your hips - do not twist or jerk. Keep your shoulders in line with your hips as you move. Stop transporting the load if you are in pain or need a break. Take time to carefully set down the load - do not drop objects as this can increase the risk of injury to yourself and others. Consider placing heavier objects on suitable taller surfaces, higher than floor level.

Do not lift for excessive periods - take regular breaks.

Final Assessment	Likelihood **1**	Severity **4**	Risk **4**

Hazard	**Noise Exposure**	Specific Concerns	Delay in evacuation Nuisance noise Hearing damage

Initial Assessment	Likelihood **3**	Severity **3**	Risk **9**

Control Measures

Adhere to the department Studio Use Agreement when working in Specialist Spaces.

Information provided to students on Noise Exposure from School H&S Induction.

Warning signage or active displays (visual warning devices) are present in spaces where Noise Hazards may be present.

Only playback audio at appropriate volume levels.

Avoid working with high sound pressures without suitable controls in place - e.g. PPE.

Consider the proximity to other classrooms, or staff/students working nearby to avoid disrupting others.

Amplifiers in certain spaces are integrated into the Fire Alarm system and will stop producing sounds when the alarm is activated.

Flashing beacons are present in some Specialist Spaces to provide a visual alert that the fire alarm has activated.

The deployment of compression and equalisers may be applicable to reduce the impact of high sound levels in Specialist Spaces.

Appropriate PPE should be worn when exposed to sustained loud noise: PPE (in-ear hearing protection) is available from Learning Support.

When exposed to longer periods of loud noise staff and students should make sure that they take frequent breaks.

All staff and students are expected to adhere to the sound beacons located in our studio spaces.

Final Assessment	Likelihood **2**	Severity **3**	Risk **6**

[Appendix B]

LEEDS BECKETT UNIVERSITY

LEEDS SCHOOL OF ARTS

Risk Assessment

Music & Performing Arts: Loan of Equipment

This document does not provide controls for the use of equipment outside of Specialist Space*

This Risk Assessment relates to the loaning of equipment managed by Music and Performing Arts Learning Support for use in Specialist Spaces.

It is applicable for practice relating to learning, tuition, rehearsals, and independent study for approved/authorised Users. Additional permission documentation may be required to use equipment for personal or commercial purposes: In teaching/learning this is the responsibility of the Module Leader.

Some equipment may require additional instruction/induction before authorisation is granted.

Control measures are implemented for known risks and will be updated, or amended, following a significant event or change.

*Additional documentation must be produced before commencing practice offsite (external locations). Please see **Section 26 of the MPA Agreement** *[Guidelines for Off/site Projects]* to assist you in producing documentation to support your offsite activities.

Document Version: V1

Document Date: September 2026

Revision Date: September 2027

Created by Jonny Coulson
Learning Support Team Manager

Reviewed by Tom Bowers
Head of Subject

Approved by Hamera Bashir
LSA Health & Safety Manager

Hazard	**Authorisation, Competence and Permissions**	Specific Concerns	Damage to equipment/infrastructure Injury to person(s) Security/Theft

Initial Assessment	Likelihood **3**	Severity **2**	**Risk 6**

Control Measures

All Music and Performing Arts associates must undertake online training prior to being allowed to access equipment bookings. This is via a MyBeckett module prepared by Learning Support.

Prior to the loaning of equipment, staff will ensure persons are authorised through the request of University identification.

For certain equipment, additional training may be required. Where this is applicable, systems/processes are in place to prevent unauthorised associates loaning this equipment- associates by default are disabled from making bookings until they have completed mandatory training.

Operational hours are published so associates know when equipment may be collected/returned. Out of hours, lockers will be used to ensure equipment is kept secure.

Associates are required to inform Learning Support of any damages or loss to loaned equipment as soon as possible. Further procedures for the theft of equipment are available from Learning Support.

Final Assessment	Likelihood **1**	Severity **2**	Risk **2**

Hazard	**Electricity**	Specific Concerns	Electrocution Burns/Fire Damages
Initial Assessment	Likelihood **3**	Severity **5**	Risk **15**

Control Measures

Adhere to the department Studio Use Agreement when working in Specialist Spaces.

Portable Appliances follow testing regime for electrical safety and should be visually inspected by Learning Support before loaning equipment.

Where possible, use battery powered devices to remove the risk introduced by using mains voltage.

Test circuits before use using a socket tester to verify correct wiring before plugging in equipment.

Consider the power consumption of connected equipment and do not exceed the maximum permittable outlet from a circuit.

Users of electrical equipment must carry out a visual inspection before use. Never use electrical equipment that is damaged or that shows current/previous signs of malfunction.

Provision of documentation about visual checks is made available to all Users- online and available at the MPA Support Centre.

Final Assessment	Likelihood **1**	Severity **5**	Risk **5**

Hazard	**Manual Handling**	Specific Concerns	Musculoskeletal injuries Strains/sprains Damages
Initial Assessment	Likelihood **3**	Severity **4**	Risk **12**

Control Measures	Avoid manual handling - consider if the move is necessary. If necessary, always plan the lift: Assess the load and check your route. Ask for assistance from others and communicate clearly before and during the lift. Use manual handling aids with a valid PUWER inspection to aid moving items. If lifting is necessary, do not lift for excessive periods - take regular breaks. Use correct lifting procedure: Keep a wide base of support. Squat down, bend the knees and keep your back straight. Lift using your legs, slowly straightening hips/knees - do not lift using your back. Correct your grasp and reset your grip if required. Keep the load close to the body. When moving, change direction using your feet, and lead with your hips - do not twist or jerk. Keep your shoulders in line with your hips as you move. Stop transporting the load if you are in pain or need a break. Take time to carefully set down the load - do not drop objects as this can increase the risk of injury to yourself and others. Consider placing heavier objects on suitable taller surfaces, higher than floor level. Do not prop open doors with equipment. Do not leave equipment in a place that may introduce slip/trip hazards and ensure all routes are kept clear. Do not obstruct doors, corridors, staircases or fire exit routes.

Final Assessment	Likelihood **1**	Severity **4**	Risk **4**