**Risk Factor and Assessment for Melissa Parmar, Harpist -**

**Natural History Museum**

Date of Risk Assessment: 31st May 2019

 Contact name: Client:

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| Activity/Element | Perceived Hazard/& Persons Affected  | Likelihood | Severity | Risk Rating | Control Measures | Action/Recommendations |
| Arrival and Event Installation procedures | Failure to maintain control of equipment / Injury to suppliers and staff. | Low | Low | Low | Ensure that gangway is clear before bringing equipment in. | Early arrival with help event staff. |
| Loading /unloading | Vehicle obstructing routes.  | Low | Low | Low | Ensure adequate parking and clear surrounding area. | Staff to ensure allocated unloading space available on arrival. |
| Event performance | Trips and falls / Injury to guests and staff. | Low | Low | Low | Ensure guests do not interfere with the harp or music stand. | Performance area to be well lit with enough space around the instrument. Harp covered when harpist on break. |
| Identification Vehicle Reg numbers | Staff, visitors | Low | Low | Low | Staff should be made aware in advance of harp arrival time and vehicle delivering the harp. | Staff made aware of harp car details, arrival time and parking space for unloading available. |
| Equipment left unattended | Trips and falls/ Injury to guests | Low | Low | Low | Member of staff to be made aware when the harp is left unattended. | Harp is covered when unattended and member of staff to oversea no interference with the equipment. |

Low: Very seldom or never, - Time effort and money must be proportionate to the risk

Medium: Reasonably likely – action required to control risk. Immediate short terms measures may be required

High: Certain or near certain – action required at booking stage to eliminate or reduce risk