

Reference No.

Edinburgh Napier University
RISK ASSESSMENT FORM

Edinburgh Napier
UNIVERSITY

SCHOOL/SERVICE: School of Arts and Creative Industries

LOCATION: Auchtermuchty Community Centre;
Cathedral of Isles (Millport); Glencoe St. Mary's
Church; ENU Craiglockhart Campus

DATE: May 12 2025

Description of event/activity: The project runs once a month until December 2026, I deliver free upper strings tuition and lead a community jam session for adults in this rural community; CIMSRS Symposium 2025 for stakeholders, participants, music educators, charities and libraries at ENU Craiglockhart campus.

NO	HAZARDS IDENTIFIED	PEOPLE AT RISK	EXISTING CONTROL	RISK			FURTHER ACTION/RECOMMENDATIONS	RESIDUAL RISK			ACTION BY WHOM	ACTION BY WHEN	COMPLETED
				H	M	L		H	M	L			
	<i>Hazards identified : Something which has the potential to harm (Consult help sheet)</i>	<i>People at risk from hazards : Staff, Students, Visitors, Contractors, etc.</i>	<i>Existing control : What controls are already present</i>				<i>Further action / recommendations : Additional controls that could be put in place to lower the risk</i>				<i>Action by whom : Who is carrying this out</i>	<i>Action by when : date</i>	<i>Completed : Sign off when all controls in place and task ready to start</i>
1	Hazard: Inside stairs, 1-2 steps (Auchtermuchty Community Centre and Cathedral of the Isles (Millport)) Hazardous Activity: none	Visitors, Contractors, anyone	Caution tape and signs are on the stairs to warn guests			L	None			L	Auchtermuchty CC staff; Cathedral of the Isles Staff	01/01/2025	AR
2	Travel	Arianna Ranieri	All travel will be planned in advance, using personal car			L	Plan travel in advance, take safest routes and being aware in advance for road closures, traffic and other obstructions			L	Arianna Ranieri	01/01/2025	AR
3	Community-based locations for community meetings and events Auchtermuchty Community Centre; Cathedral of the Isles, Millport; St. Mary's Church Glencoe; ENU Craiglockhart campus	Arianna Ranieri (Researcher), participants	All sessions will be planned in advance, and the researcher is made aware of safety risks, fire evac plans, and provided with contact info.			L	Communication and planning in advance with the participants and venues; researcher will plan ahead of time for travel, phone/emergency contact will be available during the visit; Check in and out with Dawn (University PE Manager) or PE Lead			L	Arianna Ranieri	01/01/2025	AR

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4	Emotional support for both participants and researchers following engagement about challenging topics	Researcher: Arianna Ranieri; participants	Communication with participants about the topics to be discussed will be stated beforehand, and participants are informed of their right to withdraw, not answer, and communicate to researcher. researchers will discuss how to conduct engagement around sensitive topics with the groups/participant.			L	No further action needed, topics of discussion are unlikely to involve challenging topics.			L	Researcher: Arianna Ranieri	01/01/2025	AR
5	Being identified as participants in future resources or materials	Participants	Consent guidance and form will be presented beforehand the engagement, participants can choose what they would like to consent to		M		Participants can withdraw their consent anytime; resources will be shared with the participants to confirm they are happy with any input before it is published/ circulated; ENU Photo and film notice has been made available to participants and placed outside venue.			L	Researcher: Arianna Ranieri	01/01/2025	AR
6	Being identified in photos or film	Participants	Participants will be asked if they are willing to be in photos and consent before any engagement commences, provided with ENU phot and film notice along with		M		Photos or film of the researchers or activity might be taken – this will be discussed with participants before any engagement commences. No specific names/tags are used at any time, and no identifying information in the interviews group discussion is traceable to any individual (anonymised).			L	Researcher: Arianna Ranieri	01/01/2025	AR

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			University consent forms will be used.										
7	Food allergies	Researcher: Arianna Ranieri, participants	If food is being supplied, participants will be asked about any allergens or special dietary requests in advance.			L	Where appropriate, external caterers will be notified of any allergens. Food bought will be kept in packaging, where possible.			L	Researcher: Arianna Ranieri	01/01/2025	AR

Review Date ¹ :	01/01/2026	Signature:	Arianna C Ranieri	Job Title:	CIMSRS Director and Primary Researcher
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¹ 12 months following any of the following: Accident, Incident, Near-miss, Equipment failure, Change in legislation etc