



Risk Assessment Form

Event: Young Soloist Concert, Emmanuel Church, Wylde Green					Date: March 2019	
Event Coordinator: Richard Jeffries (Chair)			Numbers Attending:	Adults: <input style="width: 80px;" type="text" value="Up to 50"/>	Children: <input style="width: 80px;" type="text" value="6"/>	
Venue: Emmanuel Church, Birmingham Road, Wylde Green						
Hazard	Who is affected?	What controls are in place?	Risk level (L/M/H)	Are further controls necessary?	Action by whom	To be completed by
Fire Safety	All visitors/members, if trapped, could suffer fatal injuries from smoke inhalation and burns.	Evacuation plans in place. Fire exits are clearly marked and identifiable. Mobile phones (committee members) are kept charged in case of an emergency. Fire extinguishers in place.	M	Liaise with named Emmanuel Church representative during afternoon rehearsal and concert to rectify any concerns	Responsible person	Each concert
Bomb Threat	All visitors/members, if trapped, could suffer fatal injuries	Evacuation plans in place. Use exits as set out in Fire Evacuation process.	M	Liaise with named Emmanuel Church representative during afternoon rehearsal and concert to rectify any concerns	Responsible person	Each concert
Slip, trip, falls	All visitors/members may be injured if they trip over, uneven floors, objects or slip on spillages etc.	1) General good housekeeping is carried out. 2) All areas are well lit. 3) Mop up or report spillages. 4) Check flooring on arrival to rehearsal	M	Monitor floor coverings to ensure they are not damaged. Liaise with named Emmanuel Church representative during afternoon rehearsal and concert to rectify any concerns	Responsible person	Each concert



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Lighting	All visitors/members could be electrocuted if light switches are faulty	Check all lighting at the start of the rehearsal and report any issues to the Hall management team	L	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert
Toilet Facilities	All visitors/members	Check toilets during the rehearsal to ensure all in full working order	L	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert
Equipment	Users could get electrical shocks or burns from using faulty electrical equipment.	1) Equipment assessed before use as to suitability for task to be used for. 2) Defective equipment taken out of use and either repaired or disposed of.	L/M	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert



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Theft	All visitors/members	Ensure all valuables are either kept with players at all times or locked in the band room. Ensure back door is kept shut at all times	M	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert
General Public	All visitors/members	Linked to above. Hall is used during the day therefore members of the public will be around. Remind members to keep valuables with them during the afternoon. Orchestra does not take responsibility for any losses	M	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert
Heating in floor	All visitors/members	Overheating. Ask for cover for heating grates	M	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert



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Youngsters being left unattended	Those participating (6 named players)	Ensure that the youngsters remain in their band room and don't leave the premises unless authorised by their parents	M	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert
Spillages	All visitors/members	Ensure any spillages are reported and cleaned up	M	Monitor in case of issues and report to hall management in case of an issue.	Responsible person	Each concert