



Risk Assessment Form

Event: Orchestra rehearsal venue (RSCO)					Date: March 2019	
Event Coordinator: Richard Jeffries (Chair)			Numbers Attending:	Adults: <input style="width: 50px;" type="text" value="Up to 50"/>	Children: <input style="width: 50px;" type="text" value="0"/>	
Venue: St Michaels Church Hall, Boldmere						
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
Interaction with moving vehicles in the car park to and from the rehearsals	All visitors/members, if hit by a moving vehicle in the car park	Remind all members/visitors of the need to park sensibly in the actual car park for the hall and if full to park in the medical centre next door. Watch speed entering the car parks, less than 5 miles per hour	L	Monitor in case of issues from the Scout group who meet at the same time	Chairman	Each rehearsal
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	Draft fire evacuation if need further details stated	Secretary	Each rehearsal
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	Draft evacuation plan if need further details	Secretary	Each rehearsal
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. Report to hall management in case of an issue.	Secretary	Each rehearsal



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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.	Venue Liaison / Treasurer	Each rehearsal
Hall lock	Treasurer who locks the building at the end of the rehearsal	Check lock at the end of the night and report any issues to Hall Management	L	Monitor in case of issues and report to hall management in case of an issue.	Venue Liaison / Treasurer	Each rehearsal
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.	Venue Liaison / Treasurer	Each rehearsal
Chairs falling when stacked	All visitors/members	1) Ensure signage about chair stack height is in place. 2) Remind visitors/members of the need to comply	L/M	Monitor in case of issues and do announcement if deemed necessary	Venue Liaison	Each rehearsal
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.	Venue Liaison	Each rehearsal



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Allergies	All visitors/members	Ensure food allergy labels are displayed by the cakes at breaktime Ensure membership forms are reviewed by Designated First Aider in case there is a medical emergency	L/M	Monitor in case of issues	Kathryn Hall, Designated First Aider	Each rehearsal