



## RISK ASSESSMENT – Royal Sutton Coldfield Youth Orchestra

<b>Venue:</b> Moor Hall Primary School, Rowallan Road, Four Oaks, Sutton Coldfield B75 6RE				<b>Date:</b> January 2022	
<b>Event Co-ordinator:</b> Richard Jeffries (YO Conductor)	<b>Total Attending:</b>	Adults: Up to 10	Children: Up to 35	General Public: 0 (unless open rehearsal)	

<b>Decision:</b> Once all the actions are carried out can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity (i.e. have degree of challenge, harm and risk whilst being confident the control measures in place will keep those attending safe).	Eliminate <input type="checkbox"/> Safely Manage <input checked="" type="checkbox"/>
<i>If response is safely manage, please explain why:</i> No activity can be 100% risk free. Where possible, mitigations are in place to reduce the risk to a low or negligible level to ensure the activity can go ahead.	
<b>Risk assessment completed by:</b> Kathryn Hall	<b>Role:</b> Secretary
<i>Risk assessment reviewed and approved by John Vickers (Chairman) &amp; Kristal Adamson (Safeguarding Lead)</i>	
<b>Risk assessment due for review (must be within 12 months):</b>	<b>Date:</b> January 2023

Hazards (What could cause harm or damage)	Who or what is at risk of being affected and how?	What are you already doing? How have you reduced the risk already?	Livelihood of risk occurring (L/M/H)	Severity of risk (after mitigation) (L/M/H)	Action by: Name/Date	Any further controls necessary? What else needs to happen to reduce the risk to an acceptable level?
Covid-19 pandemic	All attendees to the rehearsal and any users using the venue after us	<ul style="list-style-type: none"> <li>• Follow current Government guidance at all times – adapt risk assessment where appropriate.</li> <li>• Deal with any specific enquiries/adaptions on a 1-2-1 basis.</li> <li>• Follow specific guidance set by venue e.g. cleaning.</li> </ul>	M   L/M   L	L/M   L/M   L	All attendees   JV/KH/KA   All attendees	Ensure contact information for all members is kept up-to-date (KH). Keep in regular contact with members via email (JV/KH). Ensure up-to-date medical information is kept for all members.

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<i>Covid-19 pandemic</i>	All attendees to the rehearsal and any users using the venue after us	<ul style="list-style-type: none"> <li>• Members advised not to attend rehearsal if they or any members of their household show any symptoms of Covid-19 – update KH on confirmation of positive PCR Test.</li> <li>• Members who show symptoms of Covid-19 during the rehearsal must be sent home immediately – update KH on confirmation of positive PCR Test.</li> <li>• Hand sanitiser readily available at the start of and during the rehearsal or toilet facilities available to handwash regularly</li> <li>• Refreshments to be brought for own consumption by members</li> </ul>	L/M    L/M    L    L	L/M    L/M    L    L	All attendees    All attendees    All attendees	
<i>General risks: Interaction with moving vehicles in the car park to and from the rehearsal</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>• All members to park sensibly in the car park and on local roads. Watch speed when entering the school site.</li> </ul>	L	L	All attendees / Committee members	Monitor in case of issues.

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<i>General risks: Fire Safety</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>Evacuation in place. Fire exits are clearly marked and identifiable. Mobile phones (committee members) are kept charged in case of an emergency.</li> </ul>	L/M	L/M	All attendees	Draft fire evacuation plan, if felt needed
<i>General risks: Bomb Threat</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>Evacuation in place. Fire exits are clearly marked and identifiable. Mobile phones (committee members) are kept charged in case of an emergency.</li> </ul>	L/M	L/M	All attendees	Draft evacuation plan, if felt needed
<i>General risks: Slip, trip, falls</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>General housekeeping is carried out at all times.</li> <li>Mop up or report any spillages.</li> <li>Report any issues to Hall management</li> </ul>	L/M	L/M	All attendees	Escalate any issues to Head Teacher if initial reporting to Caretaker doesn't result in action being taken.
<i>General risks: Toilet facilities</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>Check toilets before, during and after the rehearsal to ensure all in full working order</li> </ul>	L	L	All attendees	Escalate to Caretaker if any issues

<b>Hazards</b> (What could cause harm or damage)	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b> How have you reduced the risk already?	<b>Livelihood of risk occurring (L/M/H)</b>	<b>Severity of risk (after mitigation) (L/M/H)</b>	<b>Action by: Name/Date</b>	<b>Any further controls necessary? What else needs to happen to reduce the risk to an acceptable level?</b>
<i>General risks: Lighting &amp; other electrical equipment</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>• Check all lighting &amp; electrical equipment on arrival to rehearsal to ensure in working order.</li> <li>• Report, where necessary</li> </ul>	L	L	All attendees	Escalate where necessary to Caretaker
<i>General risks: Chairs falling when stacked</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>• Communicate stack height requirements</li> </ul>	L	L	All attendees	Reminder if required
<i>General risks: Safeguarding</i>	All members or visitors attending the rehearsal	<ul style="list-style-type: none"> <li>• In case of any safeguarding concern report to Safeguarding Lead &amp; Secretary to manage</li> <li>• Key members of the committee regularly undertake safeguarding training to ensure compliance</li> </ul>	L	L	All attendees	Safeguarding Lead to escalate if deemed necessary to external authorities