

Malvern Festival Chorus General Risk Assessment

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Name of Organiser:	MFC	Date of Assessment:	7 th November 2016
Name of Risk Assessor:	Penny Young (IOSH Managing Safely)	Date of Review:	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	Unsuitable venue Injury, fatality	Members of Public Employees/workers Volunteers Contractors	Carry out site visit to identify any potential hazards and put control measures in place	Medium	Communicate findings to MFC committee/decision makers/stakeholders MFC committee to change venue to a more suitable site.	Now
2	Unpreparedness for actions to be taken should adverse/emergency situation arise Injury, fatality	Members of Public Employees/workers Volunteers Contractors	Inform attendees of the emergency procedures	Medium	Assign responsibilities Nominate persons to hold responsibilities	Low
3	Unsuitable or unsafe furniture or equipment Injury, fatality	Members of Public Employees/workers Volunteers Contractors	Ensure appropriate selection, skill criteria and supervision of workers using and/or setting up the equipment Build-teams/persons should not take any unnecessary risks to speed work up Working at height should only be undertaken by suitably qualified persons	Medium	Identify suitable persons to carry out any setting up or build tasks	Low
4	Electrical Electrocution, injury or fatality	Members of Public Employees/worker Volunteers Contractors	Electrical equipment, including plug leads, should be PAT tested Visually inspected of all electrical equipment prior to use to ensure that is has not been damaged and that there are no obvious defects. All power leads should be taped to the floor where crossing designated walkways and should not protrude in such a way that might cause a trip.	Medium	Check PAT testing of any electrical equipment to be used is current.	Low

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5	Slips, Trips and Falls Injury or fatality	Members of Public Employees Volunteers Contractors	<p>Only designated walkways should be used at any time</p> <p>Any uneven or damaged surfaces must be sectioned off where possible</p> <p>Any uneven or damaged surfaces should be replaced or repaired before the event takes place</p> <p>Any uneven or damaged surfaces that cannot be repaired, replaced or sectioned off, should be appropriately highlighted using hazard tape to warn of the risks.</p> <p>All power leads or cables should be taped to the floor where crossing designated walkways and should not protrude in such a way that might cause a trip.</p>	High	Event Organiser to carry out walk-through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate. Less mobile persons assisted accessing any steps.	Low
6	Manual Handling Injury or fatality	Employees Volunteers Contractors	<p>Any person not involved in setting up the furniture or equipment should not be present in the vicinity of those tasks.</p> <p>Only employees and/or volunteers who are physically able to manage any type of manual handling should undertake movement of any item.</p> <p>Mechanical aids should be used where possible for any heavy or awkward items or equipment</p> <p>Adequate space, clear of any obstacles, should be made to enable the carrying out of the manual handling task.</p> <p>Musical instruments will be moved by the musicians who have been trained to handle their equipment.</p>	Med	Nominated person to give pre-event briefing session with all employees/volunteers who are to be carrying out any manual handling task.	Low
7	Weather Issues Injury, health & welfare	Members of Public Employees Volunteers Contractors	<p>Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc.)</p> <p>Advisory system in place to ensure all employees, volunteers and contractors are made aware of the cancellation of the event due to extreme weather, in order to prevent them from making unnecessary and possibly hazardous travel to the venue.</p> <p>Ensure there is an adequate supply of water to prevent dehydration.</p>	Med	<p>Organiser/team leader to give pre-event briefing session to advise employees, volunteers and contractors of the procedures to be adopted in case of adverse weather</p> <p>Effect an advisory system, possibly a chain system, to let all involved know of any cancellation or disruption of the event</p>	Low

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8	Emergency Arrangements Life-changing injury, fatality	Members of Public Employees Volunteers Contractors	Organiser to ensure that there is an adequate number of first aiders proportionate to the level of risk e.g. size of event, type of activities, audience profile. Event Safety Guide states that for small events this “should never be less than two first aiders, to allow for contingencies”. Ensure that first aid provision is clearly signposted at the event.	Med	First aid facilities and trained staff provided by venue management. There are sufficient volunteers who are certificated First Aiders. They are supported by medically trained to assist.	Low
9	Children and Young Injury, fatality	Members of Public Employees Volunteers	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons. No person under the age of 16 is to work in an area without direct supervision of an adult.	Low	Organiser/team leader to give specific pre-event briefing session to advise young persons of all the procedures	Low
10	Structural stability Injury, fatality	Members of Public Employees Volunteers Contractors	All staging is provided and seating is provided by the venue management.	Low	Ensure the venue management is given adequate safety information regarding the event.	Low
11	Fire Safety Injury, fatality	Members of Public Employees Volunteers Contractors	Fire safety is under the control of the venue management. MFC will coordinate with the venue staff and provide a list of all employees, contractors and volunteers on the site.	Low	Nominated persons (Voice Reps) will have the lists of Employees Volunteers and Contractors on the site and will confirm that those on the list are present in case of any evacuation.	Low
12	Excessive noise level Temporary or full deafness	Employees Volunteers Contractors	Instruments should, where possible, be spaced as suggested in the BBC document Musicians Guide to Noise and Hearing The instrumentalists should consider earplugs.	Medium	It is recommended that loud passages are rehearsed at the start of the rehearsal and quieter passages later to allow a recovery time before the performance.	Low

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13	Crowd Management, Public and/or visitor access Crowd crushing, injury, fatality	Members of Public Employees Volunteers Contractors	<p>Emergency routes should be of adequate width and kept clear at all times Emergency exit signage should be well lit and clearly visible to all</p> <p>Ensure adequate access/egress for wheelchair users and pushchairs is provided.</p> <p>Employees/workers Volunteers and Contractors should be made aware of emergency evacuation procedures and location of emergency exits</p> <p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.</p> <p>Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system).</p>	Medium	<p>Event Organiser to carry out walk-through visual inspection prior to the start of the event.</p> <ul style="list-style-type: none"> • Ensure access/egress routes are unobstructed • All exits are unlocked • Escape routes are clear; • All walkways are free from slip and trip hazards • Emergency lighting works • Fire-fighting equipment and alarms are in full working order; • A PA system for use in emergencies can be heard clearly in all parts of the venue. 	Low