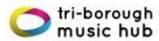


## Tri-borough Music Hub: Generic Risk Assessment for <u>External</u> Rehearsals, Events, Performances and Concerts

ACTIVITY + HAZARDS	RISK TO PERSONNEL	CONTROL MEASURES	ACTION	RISK RATING
Travel from schools to VENUE: - Underground, bus, DLR, walking are all options for travelling from school to venue Travel back to schools/home from the venue: - underground, bus, DLR, walking are all options for travelling back to each school/home.	<ul> <li>Crossing roads</li> <li>Using public transport</li> <li>Using National Rail</li> <li>Interacting with members of the public</li> </ul>	<ul> <li>Adequate ratio of DBS checked adults to children.</li> <li>Implementation of green cross code and common sense when using public transport / crossing roads</li> <li>Accurate contact information (mobile phone numbers) for all adults in party plus designated lead adult for each school</li> <li>Ensure C&amp;YP are easily identified (e.g. common dress code – hi-vis or similar depending on each school's policy)</li> <li>Ensure all C&amp;YP are aware of their own personal and group responsibilities</li> </ul>	<ul> <li>All staff/adults briefed on travel route prior to travel.</li> <li>Each school is responsible for their own children</li> <li>Each school is responsible for having the correct ratio of adults to children as set by their own school's guidelines</li> <li>Each school is responsible for providing mobile phone numbers of supervising adults in case of emergency.</li> <li>Each school is responsible for the safe travel of their children at all times.</li> <li>Each school is responsible for ensuring that their own children are aware of their individual and collective responsibilities.</li> </ul>	Medium
Allergies; Special Education and Disabled needs episodes happening on the day	<ul> <li>Risk to individual and/or collective children in the case of an emergency.</li> </ul>	<ul> <li>Emergency contact details of all children's parents/carers to be on hand on the day with lead school person</li> </ul>	<ul> <li>Each school to be responsible for having emergency contact details and allergies information with actions required in case of emergency (e.g. eppi pen)</li> </ul>	Medium
Trips, falls, slips, obstacles in the venue and around building, using stairs, lifts, walking on the street.	<ul> <li>Staff and young people visiting are aware of the risk of fall, trips, injury while walking around the building</li> </ul>	<ul> <li>Awareness of the venues rooms, toilets etc, will be led by a member of venue's staff.</li> <li>Guests given health and safety brief, pointing out potential hazards</li> <li>Adhering to venue's health and safety procedures, explaining fire alarms etc</li> </ul>	<ul> <li>VENUE staff to verbally provide information to all visiting children and adults at the start of the day, regarding toilets, what to do in case of an emergency etc.</li> <li>VENUE staff to verbally provide information to all visiting children and adults regarding toilets, what to do in case of an</li> </ul>	Low

Date of Risk Assessment

31<sup>st</sup> August 2021 -



Multiple children mixing with children from other schools/local authorities	- Bumps, getting lost	<ul> <li>Ensure enough school staff are on hand to control and shepherd their children to the music rehearsal space and to and from toilets etc</li> </ul>	<ul> <li>emergency etc. There will be a practiced walk through of the performance</li> <li>Enough staff and adults to support</li> <li>All cables and electrical items are gaffer taped down to avoid tripping etc</li> <li>All adults to be briefed by VENUE staff regarding rooms to be used for the day.</li> </ul>	Medium
Weather conditions - snow/ice, high winds, heavy rain.	<ul> <li>Travelling around the borough(s) in the case of extreme weather</li> <li>Slipping, falling debris etc</li> </ul>	<ul> <li>Weather forecast to be looked at before the day</li> <li>All schools/children involved to be kept up to date prior to the day; and on the day if necessary</li> </ul>	<ul> <li>If the weather is not suitable for travel the event will be cancelled and all children will remain in their usual schools</li> <li>If the weather is inclement but travel is still possible, the performance will go ahead</li> <li>The lead organisers will make any judgement calls on the day and contact lead school people to disseminate information.</li> <li>All schools to provide email contacts list/mobile phone numbers of lead people to ensure ease of communication in such circumstances.</li> </ul>	Low
Members of the public at the concert, event or performance	<ul> <li>Interaction of children with unsuitable members of the public</li> </ul>	<ul> <li>All children to remain in the presence of their lead school person</li> </ul>	<ul> <li>All school staff to be keep their children in sight</li> <li>Each school is responsible for ensuring that their own children are aware of their individual and collective responsibilities.</li> </ul>	Low
Other performers involved in the event	<ul> <li>Confusion in performance and potential disorientation</li> </ul>	<ul> <li>All children to remain in the presence of their lead school person</li> </ul>	<ul> <li>All school staff to be keep their children in sight</li> <li>Each school is responsible for ensuring that their own children are aware of their individual and collective responsibilities.</li> </ul>	Low

**Risk Assessor** Date of Risk Assessment Stuart Whatmore, Head 31<sup>st</sup> August 2021

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Physical activity – use of voice, use of body with dancing	<ul> <li>Risk of physical injury while participating in music performance</li> <li>Risk of physical injury moving to the music</li> </ul>	<ul> <li>Session to be well supported by staff</li> <li>Behaviour to be controlled appropriately</li> <li>Suitable space is provided for the performance</li> <li>Sensible behaviour in regards to lifting heavy equipment.</li> </ul>	<ul> <li>Space checked prior to group arriving</li> <li>Identified first aider and first aid equipment available and signposted from the visited venue.</li> <li>All cables are gaffer taped down to prevent trips</li> </ul>	Low
Loud Noises from instruments or electrical equipment	<ul> <li>Painful ears</li> <li>Ear drum damage</li> </ul>	<ul> <li>Children to wear ear plugs</li> <li>Staff to inform children to play at sensible volume</li> </ul>	<ul> <li>Each school to bring/provide ear plugs; and/or</li> <li>Tell their children to bring ear plugs with them.</li> </ul>	Low
Electrical equipment – use of amplifiers, speakers, other musical instruments and connected leads.	<ul> <li>Risk associated with the use of electrical equipment for rehearsal and on the building tour.</li> </ul>	<ul> <li>Electric equipment PAT tested</li> <li>Set up correctly by appropriate member of staff</li> <li>Wires taped down</li> </ul>	<ul> <li>Check equipment for PAT tested approval</li> <li>Check set up</li> <li>Check wires taped</li> <li>Children not to touch equipment.</li> </ul>	Low

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