

Tri-borough Music Hub: Generic Risk Assessment for External Rehearsals, Events, Performances and Concerts

ACTIVITY + HAZARDS	RISK TO PERSONNEL	CONTROL MEASURES	ACTION	RISK RATING
<p>Travel from schools to VENUE: - Underground, bus, DLR, walking are all options for travelling from school to venue</p> <p>Travel back to schools/home from the venue: - underground, bus, DLR, walking are all options for travelling back to each school/home.</p>	<ul style="list-style-type: none"> - Crossing roads - Using public transport - Using National Rail - Interacting with members of the public 	<ul style="list-style-type: none"> - Adequate ratio of DBS checked adults to children. - Implementation of green cross code and common sense when using public transport / crossing roads - Accurate contact information (mobile phone numbers) for all adults in party plus designated lead adult for each school - Ensure C&YP are easily identified (e.g. common dress code – hi-vis or similar depending on each school's policy) - Ensure all C&YP are aware of their own personal and group responsibilities 	<ul style="list-style-type: none"> - All staff/adults briefed on travel route prior to travel. - Each school is responsible for their own children - Each school is responsible for having the correct ratio of adults to children as set by their own school's guidelines - Each school is responsible for providing mobile phone numbers of supervising adults in case of emergency. - Each school is responsible for the safe travel of their children at all times. - Each school is responsible for ensuring that their own children are aware of their individual and collective responsibilities. 	Medium
Allergies; Special Education and Disabled needs episodes happening on the day	<ul style="list-style-type: none"> - Risk to individual and/or collective children in the case of an emergency. 	<ul style="list-style-type: none"> - Emergency contact details of all children's parents/carers to be on hand on the day with lead school person 	<ul style="list-style-type: none"> - Each school to be responsible for having emergency contact details and allergies information with actions required in case of emergency (e.g. eppi pen) 	Medium
Trips, falls, slips, obstacles in the venue and around building, using stairs, lifts, walking on the street.	<ul style="list-style-type: none"> - Staff and young people visiting are aware of the risk of fall, trips, injury while walking around the building 	<ul style="list-style-type: none"> - Awareness of the venues rooms, toilets etc, will be led by a member of venue's staff. - Guests given health and safety brief, pointing out potential hazards - Adhering to venue's health and safety procedures, explaining fire alarms etc 	<ul style="list-style-type: none"> - 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. - VENUE staff to verbally provide information to all visiting children and adults regarding toilets, what to do in case of an 	Low

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			<p>emergency etc. There will be a practiced walk through of the performance</p> <ul style="list-style-type: none"> - Enough staff and adults to support - All cables and electrical items are gaffer taped down to avoid tripping etc 	
Multiple children mixing with children from other schools/local authorities	<ul style="list-style-type: none"> - Bumps, getting lost 	<ul style="list-style-type: none"> - Ensure enough school staff are on hand to control and shepherd their children to the music rehearsal space and to and from toilets etc 	<ul style="list-style-type: none"> - All adults to be briefed by VENUE staff regarding rooms to be used for the day. 	Medium
Weather conditions - snow/ice, high winds, heavy rain.	<ul style="list-style-type: none"> - Travelling around the borough(s) in the case of extreme weather - Slipping, falling debris etc 	<ul style="list-style-type: none"> - Weather forecast to be looked at before the day - All schools/children involved to be kept up to date prior to the day; and on the day if necessary 	<ul style="list-style-type: none"> - If the weather is not suitable for travel the event will be cancelled and all children will remain in their usual schools - If the weather is inclement but travel is still possible, the performance will go ahead - The lead organisers will make any judgement calls on the day and contact lead school people to disseminate information. - All schools to provide email contacts list/mobile phone numbers of lead people to ensure ease of communication in such circumstances. 	Low
Members of the public at the concert, event or performance	<ul style="list-style-type: none"> - Interaction of children with unsuitable members of the public 	<ul style="list-style-type: none"> - All children to remain in the presence of their lead school person 	<ul style="list-style-type: none"> - All school staff to be keep their children in sight - Each school is responsible for ensuring that their own children are aware of their individual and collective responsibilities. 	Low
Other performers involved in the event	<ul style="list-style-type: none"> - Confusion in performance and potential disorientation 	<ul style="list-style-type: none"> - All children to remain in the presence of their lead school person 	<ul style="list-style-type: none"> - All school staff to be keep their children in sight - Each school is responsible for ensuring that their own children are aware of their individual and collective responsibilities. 	Low

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Physical activity – use of voice, use of body with dancing	<ul style="list-style-type: none"> - Risk of physical injury while participating in music performance - Risk of physical injury moving to the music 	<ul style="list-style-type: none"> - Session to be well supported by staff - Behaviour to be controlled appropriately - Suitable space is provided for the performance - Sensible behaviour in regards to lifting heavy equipment. 	<ul style="list-style-type: none"> - Space checked prior to group arriving - Identified first aider and first aid equipment available and signposted from the visited venue. - All cables are gaffer taped down to prevent trips 	Low
Loud Noises from instruments or electrical equipment	<ul style="list-style-type: none"> - Painful ears - Ear drum damage 	<ul style="list-style-type: none"> - Children to wear ear plugs - Staff to inform children to play at sensible volume 	<ul style="list-style-type: none"> - Each school to bring/provide ear plugs; and/or - Tell their children to bring ear plugs with them. 	Low
Electrical equipment – use of amplifiers, speakers, other musical instruments and connected leads.	<ul style="list-style-type: none"> - Risk associated with the use of electrical equipment for rehearsal and on the building tour. 	<ul style="list-style-type: none"> - Electric equipment PAT tested - Set up correctly by appropriate member of staff - Wires taped down 	<ul style="list-style-type: none"> - Check equipment for PAT tested approval - Check set up - Check wires taped - Children not to touch equipment. 	Low

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