

RISK ASSESSMENT RECORD FOR LUTON CONCERT BAND

ITEM	HAZARD	PERSONS AFFECTED	ACTION TO REDUCE RISK	LOW/MEDIUM /HIGH RISK
1	Lifting of heavy instruments/music stands and chairs	All band members	Take reasonable care when moving heavy objects. To only lift items within their ability Use trolley provided when lifting boxes of stands	Medium
2	Trips, Slips and falls	All band members, audience	Ensure all gangways and floors are kept as clear as possible. Instruments, boxes and cases to be stored away from doorways and walkways during rehearsals and concerts Ensure any cables from microphones, etc are taped to the floor First aid kit is in the Tuck box Record any accidents in the accident book	Medium
3	Burns and scalds	Band members	Ensure care is taken when using the urn for making hot drinks	Medium

			Turn the urn off at the end of the break to allow water to cool before emptying	
4	Fire	Band members and audience	Know where the fire exits are Know where the fire extinguishers are Ensure fire exits are not blocked No smoking inside the school	Low
5	Confrontation with members of the public	Band members, public	Committee member to ask anyone behaving in an inappropriate manner to leave the rehearsal or concerts Additional support to be summoned if needed	Low
6	Loss of concert proceeds	Committee members	Keep concert proceeds safe in a box during the concert Box to be kept with committee member during the concert Money to be banked at earliest opportunity by treasurer	Low
7	General	Band members	Everyone to report any hazards to a committee member. Committee member to report to the care taker if appropriate	Low

This is a generic risk assessment that can be applied when at rehearsals and at concerts whether at the school or off site.

Completed by Sara Gates
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