

# Southampton Concert Wind Band

## Rehearsal and Performance Risk Assessment



Organisation Name	Person undertaking assessment	Date of Assessment	Date of next review
SCWB	Chris James	05/10/2023	05/10/2024

What are the hazards?	Who is at risk (eg members, public, helpers, venue staff)	How would they be harmed?	How is risk reduced or controlled	Risk level (Imp x Prob)	What more can be done to reduce risk?	Action by who/when
<b>1. General</b>						
1.1. Fire	All in venue	Burns or death	Occupants to be aware of fire exit and escape procedures	Low 3	6/12 reminder and when new members join	
			Section leaders aware of attendance to check evacuation complete	Low 3	Rehearsal sign in sheet	
1.2. Car Park	Attendees	Slips, trips, pedestrian injury, insufficient ccess for emergency vehicles	Adequate lighting and pedestrian access. Parking considerately to ensure emergency vehicle access maintained	Low 3		
<b>2. Planning and Preparation of the Rehearsal / Performance Space</b>						
2.1. Lifting chairs for set up	Members	Injury by lifting too many chairs by an individual	Limit number of chairs lifted to individual's comfort and strength, with no more than 5 in one lift	Low 4		
2.2. Manual handling Percussion			Two people to lift heavy objects at all times	Low 4		
			Venue lift to be used when possible			
			No load >25kg by one person			
			Members responsible for own safety and ask for help			
2.3. Manual handling - library	Members	Injury by lifting music boxes	Items to be lifted by members who can safely do so	Low 4		

Risk Matrix			Impact				
			Insignificant	Minor	Significant	Major	Severe
			1	2	3	4	5
Probability	Almost Certain	5	Medium 5	High 10	Very High 15	Extreme 20	Extreme 25
	Likely	4	Medium 4	Medium 8	High 12	Very High 16	Extreme 20
	Moderate	3	Low 3	Medium 6	Medium 9	High 12	Very High 15
	Unlikely	2	Very low 2	Low 4	Medium 6	Medium 8	High 10
	Rare	1	Very low 1	Very low 2	Low 3	Medium 4	Medium 5

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<b>3. Arrival of members at venue</b>						
3.1. Manual Handling - Instruments	Members	Lifting heavy instruments	Use of venue lift to reach rehearsal room	Very low 2		
3.2. Tripping hazards - stands and instruments on floor	Members	Injury from tripping	Cases to be stored under chairs, away from access routes, or side of room	Very low 2		
3.3. Tripping hazards - electrical cables	Members	Injury from tripping	Cables kept tidy and laid away from walk routes, or taped down.	Very low 2	Keep deps informed	
4.4. Slipping hazards - fluids	Members	Injury from slipping	Any fluids brought must be in lidded container	Very low 2		
<b>4. During Rehearsal</b>						
4.1. Noise exposure	Members	Hearing damage	Maximise distance between forward facing bell instruments and row in front of them	Medium 6	Information to new members in welcome pack	
			MD organise rehearsal with noise exposure in mind			
			Use soft drapes on wall if available			
			Members are responsible for their own welfare. All advised to use hearing protection			
4.2. Electrical Safety	Members	Electrocution	Rehearsal and concert venues are responsible electrical safety certification of buildings and equipment therein	Very low 2	Keep deps informed	
			If players bring electrical equipment, they are responsible for checking electrical safety regularly and before use			
<b>5. Packing away after rehearsal / performance</b>						
as per planning and prep of space in 2. above						
<b>6. Refreshments at performance</b>						
5.1. Scald from hot water	Helpers	injury to skin	Care with handling hot water and ready supply of running cold water for treatment	Medium 6	Designate First Aider each performance	
			Children not allowed in kitchen			
			Urns and kettles not to be carried if hot			
			Spillages mopped up immediately			
			Individuals are responsible for their own safety and sensible behaviour is required and encouraged			