

Haverhill Band Risk Assessment – Applies to all rehearsals, engagements, and functions

Last reviewed November 2021

Risk Identified	Persons at Risk	Risk	Measures Required to Control the Risk
Injuries from carrying heavy/ large equipment to / from venue. Injuries from moving and handling equipment or dangerously stored equipment.	Band members carrying equipment. Members of public (MOP's)	Medium	Use appropriate strategies for handling heavy and large equipment e.g. assistance from a 2nd person. Appropriate equipment such as trolleys and wheeled cases to be used to move equipment safely where possible. Band members to ensure stored equipment is adequately and safely stowed in cupboards, coaches, vans etc. to eliminate risk of equipment shifting unexpectedly and causing injury and to facilitate safe access to stowed equipment.
Traffic/ crossing roads on way to/ from venue. Traffic in car parks.	Band members crossing roads / car parks whilst carrying large equipment which may impair visibility. Vulnerable band members i.e. elderly or under 18's.	Medium	All band members to be mindful of road safety and to be aware of limited visibility when carrying large equipment over roads to / from venues and in poor visibility such as engagements at night and in dark conditions. Under 18's to be supervised appropriately around roads/ car parks or other areas where traffic may cause a hazard.
Injuries from manual handling of chairs / setting out chairs. Injuries from stacking of chairs.	Band members, particularly vulnerable band members.	Low	Move chairs in a sensible manner and a reasonable number at a time, using a wheeled trolley where applicable. Stack chairs no more than 4 high or as appropriate to the venue.
Trip hazards such as music stand legs, equipment cases.	Band members, MOP	Low	Stands to be erected properly and placed appropriately to allow safe walkway for band members. Equipment cases to be securely and safely stowed away maintaining clear walkways/ fire exits.
Loud noise	Band members, MOP	Low	Band members to be arranged an appropriate distance from the bell ends of other instruments as per approved band formation/ layout. Audience to be positioned at least 1m away from the band.
Stranger danger / unknown adults Vulnerable members become separated from the group/ lost.	Band members, particularly under 18's and vulnerable adults.	Low	Vulnerable band members to be appropriately supervised by DBS checked staff. Band members to adhere to band safeguarding policy and not place selves at risk by being alone with any vulnerable member of the band or member of public such as under 18's.
Sudden/ serious illness such as heart attacks, stroke, severe reaction to bee stings etc.	Band members, particularly elderly/vulnerable band members. Elderly / vulnerable MOP.	Low	At least 1 First Aider to be present at all events. A mobile phone must be available to contact emergency services/parents, carers or family of members Emergency contact details to be available for all band members.
Inclement weather on outdoor engagements resulting in illness or injury – frostbite, hypothermia, sunburn, heat stroke etc.	Vulnerable band members i.e. elderly, under 18's.	Low	Appropriate uniform to be worn for the weather such as thermal jackets/ hats/ gloves/ hood in the cold/ wet, shirt sleeves or band T' shirts in summer/ hot jobs. Sun protection such as sunglasses and sun cream to be worn where applicable, i.e. hot /sunny days on outdoor engagements, this is the responsibility of individuals. Cover/shelter for outside engagements to be sought such as marquee/ bandstand where applicable to protect members from the weather.
Misplaced footing when climbing stairs/ steps to stage areas.	Band members with limited visibility due to instruments/ music obscuring vision. Band members with limited mobility/ elderly.	Low	Band members to hold onto handrails where possible and avoid carrying large/ heavy equipment upstairs without assistance.
Fire at venue. Emergency evacuation situation.	Band Members, MOP	Low	Ensure to inform members of emergency evacuation procedures Band members to take reasonable precautions to prevent sources of ignition i.e. not covering heaters with equipment, not smoking inside indoor venues, extinguishing any outdoor cigarettes appropriately. Band members to take note of fire exits and emergency evacuation procedures as explained by the venue / organiser. Vulnerable band members such as under 18's and the elderly or infirm may need supervision/ assistance in the event of an evacuation. In the event of an emergency situation all personnel to be accounted for by using the register of band attendees. At no time should band members risk their lives: evacuate immediately and call the emergency services.