



St Albans City Band

Risk Assessment Policy

Date: November 2023

Review date: November 2024

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St Albans City Band

Risk Assessment

This assessment applies to all members, volunteers or anyone working on behalf of St Albans City Band. The Band also has a separate safeguarding policy.

Risk Rating

Risk Assessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating. A high risk rating of $5 \times 5 = 25$ would require immediate and careful action. Assessing the likelihood of a hazard and the severity of the outcome is based on the following severity scale for physical injuries:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilising injury or trauma not requiring hospital treatment	Non-immobilising injury or trauma but requiring hospital treatment	Immobilising injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life threatening even

And a likelihood scale for the hazard occurrence:

Likelihood Scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

Risk Matrix

RISK MATRIX		Severity		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

Risk Evaluation

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

Risk Register

Activity	Hazard and Potential Effect	Persons at Risk	1 to 5 Likelihood	1 to 5 Severity	Risk Factor	Measures required to control the risk	Action By
Carrying heavy/large equipment to/from venue. Moving and handling equipment or dangerously stored equipment	Injuries from activity	Band members carrying equipment. Members of public	2	2	4	Use appropriate strategies for moving and handling heavy and large equipment e.g. assistance from a second 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 and vehicles etc. to eliminate risk of equipment shifting unexpectedly and causing injury and to facilitate safe access to stowed equipment.	Committee
Traffic/crossing roads on way to/from venue. Traffic in car parks	Injuries from activity	Band members crossing roads/ car parks whilst carrying equipment which may impair visibility. Vulnerable band members i.e. elderly or under 18s.	2	2	4	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 low light conditions. Under 18s to be supervised appropriately around roads/car parks or other areas where traffic may cause a hazard.	Committee
Winter weather conditions	Injuries from activity	Band members particularly elderly, vulnerable or under 18s	2	2	4	All band members to be mindful of the potential dangers of ice and snow whilst travelling to/from engagements. Any band member that discovers a hazard such as ice trip/slip hazard must notify all other band members in that area.	Committee
Inclement weather on outdoor engagements	Effects of conditions	Band members particularly elderly, vulnerable or under 18s	2	2	4	All band members to ensure that they come prepared for any inclement weather conditions such as sun lotion, sun hat in hot conditions or coat, hat, gloves for cold weather. In cases of extreme weather forecast, the Committee must decide if an engagement is to go ahead and ensure all band members are notified of the decision in good time.	Committee
Cabling	Injury	Band Members and Support Staff	2	2	4	Cables when used should use the shortest practicable route ensuring that if they cross walkways they do so in areas with minimal traffic. Cables crossing floor areas should be covered using rubber cable ramp or taped using gaffer tape. Excess cable should be wound at the most appropriate end.	Band members
Slips and trips when climbing stairs/steps to bandstand/stage areas	Injury	Band members with limited visibility due to instruments/music obscuring vision. Band members with limited mobility/elderly	2	2	4	Band members to hold onto handrails where possible and avoid carrying large/heavy equipment upstairs without assistance.	Committee
Sudden/serious illness such as heart attacks, stroke, severe reactions to bee stings etc.	See left	Band members, particularly elderly/vulnerable band members. Elderly/vulnerable members of the public	1	3	3	A mobile phone must be available to contact emergency services, parents, carers or family of members.	Committee



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Activity	Hazard and Potential Effect	Persons at Risk	1 to 5 Likelihood	1 to 5 Severity	Risk Factor	Measures required to control the risk	Action By
Security of money, valuables and instruments	Theft	Band members	1	3	3	All band members to be aware that any money or valuables and instruments are stored securely. No instruments to be left unattended.	Band members
Electrical	Electrocution	Band Members and Support Staff	1	3	3	All electrical equipment PAT tested. Only trained staff to set up equipment	Committee
Manual handling of chairs/stacking of chairs	Injuries from activity	Band members, particularly elderly/vulnerable band members	1	2	2	Unlikely as have own band room. On site, move chairs in a sensible manner and a reasonable number at a time, using a wheeled trolley where appropriate. Stack chairs no more than 4 high or as appropriate to the venue.	Committee
Trip hazards such as music stand legs, equipment cases	Injuries from hazards	Band members and members of the public	1	2	2	Unlikely as have own band room. 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.	Committee
Stranger danger/ safeguarding vulnerable band members.	Lack of safeguarding	Band members, particularly under 18s and vulnerable adults	1	2	2	Vulnerable band members to be appropriately supervised as per the band's safeguarding policy. All band members to adhere to the bands safeguarding policy	Committee, Safeguarding Officer
General untidiness	Injury	Band members	1	2	2	Best practice to be employed at all times. Rehearsal and playing area to be kept tidy at all times	Band members
Fire at venue or band room. Emergency evacuation situation	Danger	Band members and members of the public	1	2	2	Band members to take reasonable precautions to prevent sources of ignition i.e. not covering heaters with equipment, extinguishing any cigarettes appropriately. Band members to take note of fire exits and emergency evacuation procedures. Vulnerable band members such as under 18s 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. At no time should band members risk their lives: evacuate immediately and call the emergency services.	Committee
Loud noise	Injuries	Band members, conductor, members of the public	1	1	1	Unlikely as have own band room. Band members to be arranged an appropriate distance from other instruments as per approved band formation/layout. Audience to be positioned in an appropriate distance away from the band.	Committee
Band cupboard/ library	Injury	Band members	1	1	1	All band members to be aware of potential hazards such as staircase, high shelving and equipment on floor.	Band members
Inadequate lighting	Eye strain, headache	Band members	1	1	1	Lights are routinely checked that they are operational	Committee

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Next review: November 2024