

## Cheddar Male Choir Risk Assessment

**Name of Group: Cheddar Male Choir**

***Give a brief description of your activity/event: General running/ activities of choir:***

**Choir rehearsal/performance of vocal music accompanied by piano and/or other musical instruments**

What are you doing?	What is the hazard?	Who may be harmed and how	List the control measures in place to reduce Risk	Any additional requirements?	Action by whom?
Travel	Road Traffic Accident	Participants /Public  Injury Fatality	<ul style="list-style-type: none"> <li>• Use of certified and licenced public transport companies only</li> <li>• All passengers must comply with the rules set by the transport company</li> <li>• Seat belts used while vehicles are in motion</li> <li>• Driver must not be distracted</li> <li>• Passengers must remain seated at all times</li> <li>• Vehicles must have exits clear if applicable</li> <li>• Vehicles are not overloaded</li> <li>• No alcohol to be consumed in any vehicle</li> <li>• Extreme weather conditions are monitored</li> </ul>	Trip Registration of Activity participants	Section Reps
Use of a Venue	Fire	Participants  Smoke inhalation Burns Fatality	<ul style="list-style-type: none"> <li>• Visual inspection of fire escapes, alarms, equipment, meeting point and procedures.</li> <li>• Ensure that all participants are aware of their nearest fire exits</li> <li>• Ensure that all participants know fire assembly points</li> <li>• Assess for other users/members of the public</li> </ul>	Ensure participants know basic drills in the event of a fire i.e. use stairs not lifts, not to return to a burning	Section Reps

	Trips/Slips	Sprains Strains Impact injuries	<p>etc.</p> <ul style="list-style-type: none"> <li>• Ensure fire exits are clear at all times</li> <li>• Ensure aware of location of the fire extinguishers</li> <li>• Assistance may need to be given for members with restricted mobility</li> </ul> <ul style="list-style-type: none"> <li>• Floor checked prior to the start of the activity</li> <li>• No trailing cables or items in the way of activity. Area kept clear at all times</li> <li>• Any spillages are cleared up immediately</li> <li>• Correct footwear is worn at all times</li> <li>• There is appropriate levels of lighting for the type of activity taking place</li> </ul>	<p>building, consider your exit route.</p> <p>Choir Activity leader to designate an assembly point for fire if there isn't one identified at the location</p> <p>Venue is not overcrowded. Numbers are monitored by the choir activity leader</p>	
First Aid	Treatment	Participants  No First aider  Undisclosed health condition	<ul style="list-style-type: none"> <li>• Accident /incident reported immediately</li> <li>• If Venue Procedure is in place for reporting accidents/ill health forms will be completed and submitted within specified time</li> </ul> <ul style="list-style-type: none"> <li>• Access to a First Aid kit at all times</li> <li>• First aid kits checked regularly</li> </ul> <ul style="list-style-type: none"> <li>• Any person who believes they may have sustained injury is to report incident. If required, the emergency services may be contacted or the person encouraged to seek medical attention</li> </ul>	<p>Those potentially at risk should be clearly identified to all Section Reps before activity takes place.</p> <p>All Section Reps should be aware of remedial treatment required</p> <p>Section Reps to monitor individual health</p>	<p>Section Reps</p> <p>Choir Activity Leader</p>

				of all participants and implement changes based on needs of individuals	
Events	Alcohol/Drugs	Participants  Intoxication Anti-social behaviour	<ul style="list-style-type: none"> <li>• The consumption of alcohol will take place at licensed premises</li> <li>• The conditions of the license will be adhered to at all times.</li> <li>• Non-alcoholic drinks will be available at all times</li> <li>• The consumption of <i>only</i> alcoholic drinks or of minimum amounts will not be obligatory</li> <li>• Drinking games &amp; initiation ceremonies will <i>not</i> take place</li> <li>• Participants will ‘stick together’ avoid being on their own</li> <li>• Anti-social behaviour is not permitted and any incidents will be reported to Chairman or other Committee member</li> <li>• Bar Crawls are not encouraged</li> <li>• Zero tolerance approach towards use of any type of recreational drugs</li> </ul>	<p>Activity leader is able to identify any participant at risk and arrange safe passage home</p> <p>If expecting large numbers prior notice must be given to the venue</p> <p>Social will have at least one individual who does not consume alcohol</p>	<p>Committee</p> <p>Choir Activity Leader</p>
Use of Electrical equipment	Electricity	Participants  Electrocution Burns Fatality	<ul style="list-style-type: none"> <li>• Sockets will not be overloaded</li> <li>• Liquid will be kept away from electric devices at all times</li> <li>• Visual inspection of equipment before each use</li> <li>• Defective equipment taken out of use, label do not use and replaced immediately</li> <li>• Repairs to electrical equipment is carried out by qualified persons</li> </ul>	A competent person should check all wires/ plugs/sockets before use and if there is any sign of damage mark the equipment “Out of Use” until	Committee

				repaired by competent or qualified person as required	
Moving large pieces of equipment	Manual Handling	musculoskeletal disorders	<ul style="list-style-type: none"> <li>• After assessing the item to be moved the appropriate number of people will be used to move it</li> <li>• Lifting techniques used – bending and lifting from knees not back, no twisting movements</li> <li>• Use a trolley if possible</li> <li>• Items not stored at height</li> </ul>		Choir Activity Leader

### Choir specific activities or event

Remember:

Identify Hazards – anything with the potential to cause harm e.g. weather

Risk – the likelihood of something causing harm and how

List controls measures – a series of actions in place that reduce the risk - if you have identified a risk you must have a control measure in place to reduce that risk

Action by who? – who is responsible for ensuring the control measures are followed

What are you doing?	What is the hazard	Who may be harmed and how	List the control measures in place to reduce Risk	Any additional requirements?	Action by whom?
Lifting	Injury	All members	<ul style="list-style-type: none"> <li>• Very heavy items lifted by more than one person</li> <li>• If someone feels that they are unable to lift an item, they must ask for help</li> <li>• Keep back straight whilst lifting to help avoid injury</li> <li>• Any person who believes they may have sustained injury is to report incident. If</li> </ul>	<p>Remind all members that heavy equipment should be lifted by more than one person</p> <p>Remind all members of the correct lifting technique for heavy items</p>	<p>All committee members</p> <p>Choir Activity Leader</p>

			required, the emergency services may be contacted or the person encouraged to seek medical attention		
Electrical Wires	Tripping, collisions	All	<ul style="list-style-type: none"> <li>• People to be made aware of the area of the tripping hazard</li> <li>• The area itself will be made as out of the way as possible</li> <li>• Any person who sustains injury will be checked and. If required, the emergency services may be contacted or the affected individual taken to a medical service provider</li> </ul>		Choir Activity Leader
Singing for prolonged periods of time/ Use of improper vocal technique	Minor vocal strain	All singing members	<ul style="list-style-type: none"> <li>• Members to be taught healthy vocal techniques that minimise strain</li> <li>• Members to be encouraged to stay adequately hydrated during rehearsals/ performances</li> <li>• Sessions limited to a certain length of time to avoid strain</li> </ul>	Any member who has concerns about their vocal health should seek appropriate medical attention by their own means	Members are responsible for their own vocal health  Chairman  Musical Director
Environmental	Room too hot or too cold	All singing members	<ul style="list-style-type: none"> <li>• Use of windows and doors which can be opened for extra ventilation.</li> <li>• Report to the owners of the venue any defects in heating</li> </ul>	Members should dress appropriately for weather Consider cancelling if risk from Heat/Cold can not be mitigated	Members  Chairman  Musical Director