

2025 Choir Tour Risk Assessment

Assessed by: Andrew White, UK Executive Director

Date: 19th September 2024

For Review: 18th September 2025

Risk Likely: 1 2 3 4 5

Risk Severity: 1 2 3 4 5

Overall Risk: 1 2 3 4 5

What are the hazards?	Who might be harmed and how?	Risk Likely	Risk Severity	Overall Risk	Existing Control Measures	Further Recommendations	New Risk Rating
Transportation of heavy items in awkward / difficult working areas / locations e.g. inclines, stairs or lifts, uneven surfaces	Persons injured by flight cases and other materials while entering and leaving venues including back injuries and muscle strains	3	2	2.5	<ol style="list-style-type: none"> 1. Ensure unloading takes place in well lit environments 2. Flight cases carried down steps in a controlled manner 3. All team and volunteers trained on heavy lifting and manual handling 4. Vehicles are parked as close to the venue as possible when loading and unloading 	<ol style="list-style-type: none"> 1. Avoid unloading in high traffic areas or far away from the venue entrance 2. All person to be made aware of risk to themselves and passersby when unloading 3. All persons helping should be aware of heavy lifting and manual handling guidelines 4. Items on wheels wherever possible 5. All persons involved in unloading to be made aware of heavy or awkward items before unloading takes place 	1.5
Slips and Trips	Persons injured if they trip or slip in any venue performing any duty on uneven surfaces, trailing cables, trip hazards or in Low lighting, dark areas	4	2	3	<ol style="list-style-type: none"> 1. Floors to be kept dry during use, cleaned after use 2. Spillages to be dealt with immediately 	<ol style="list-style-type: none"> 1. All walkways to be kept clear 2. Cable runs in positions that do not block walkways 3. Sufficient lighting in all areas 4. Host Coordinator to ensure the site has been cleaned and cleared prior to event and arrival of the choir. 5. Site to be screened by Host Coordinator for hazards and cleanliness 	1.5

What are the hazards?	Who might be harmed and how?	Risk Likely	Risk Severity	Overall Risk	Existing Control Measures	Further Recommendations	New Risk Rating
Falls from Height	Serious injury if an individual falls from height	2	4	3	<ol style="list-style-type: none"> 1. Work from height to be eliminated as far as practical 2. Anyone working from height to have received training 	<ol style="list-style-type: none"> 1. Access to roofs only performed by trained professionals 2. Exposed edges and steps to be clearly marked 3. Floor weight loadings obtained ahead of heavier machinery access 4. Working from height policy and guidelines to be adhered to at all times 5. All venue ladders/access equipment to be checked by production team prior to use 6. Only trained individuals to work at height 7. Working at height to be performed in a sterile area 8. Stage edges to be clearly marked for performers to stay inside during performances 	1
Manual Handling	Movement of material in and out of the venue	2	2	2	<ol style="list-style-type: none"> 1. Most manual handling undertaken by contractors 2. Appropriate footwear and gloves worn when handling 3. All team trained on heavy lifting and manual handling 	<ol style="list-style-type: none"> 1. Wheeled flight cases and two man lifts for heavy items 	0.5
Falling Objects	Items can fall and seriously injure people	4	2	3	<ol style="list-style-type: none"> 1. Work at height performed with a sterile area beneath 2. All structures built according to their safe guidelines 3. Yellow taped sterile areas to be kept clear during set up and performance by all persons, audiences and children 	<ol style="list-style-type: none"> 1. All lights on rigging are on a robust stand 2. Yellow sterile taped areas to be set up by the Host Coordinator with a safety zone to be kept clear from all audiences and children. Host Cto facilitate this during the performance to ensure kept clear and safe throughout 	1.5
Traffic Movements	Serious injury could occur if a person was struck by a vehicle or fell from a vehicle	1	5	3	<ol style="list-style-type: none"> 1. Traffic routes to be suitable for vehicles using them 2. Vehicles reversing overseen by bandsman 3. All choir made aware and kept clear of moving vehicles 	<ol style="list-style-type: none"> 1. Adequate lighting in tight manoeuvres 2. Outside area gritted when frosty 3. No site vehicle movements when public present 	1.5
Faulty Building Fabric	If building services and fabric are not maintained, injury by fire, explosion or collapse	1	5	3	<ol style="list-style-type: none"> 1. All portable electrics maintained and tested 2. Only competent person to install temporary electrics 	<ol style="list-style-type: none"> 1. All Watoto equipment to be PAT tested annually 2. PAT test certificate available on request 3. Church/venues responsible for the building maintenance and materials 	1.5

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Fire and Emergencies	If trapped, team may suffer smoke inhalation or burns	1	5	3	<ul style="list-style-type: none"> 1. All venues to have suitable fire prevention equipment 2. All venues to have fire exit notification at the start of an event, so the audience are aware 3. Host Coordinator to know exit locations and proper use 	<ul style="list-style-type: none"> 1. Team to be shown on arrival fire exits 2. Team to be advised of fire assembly points 3. Electrical equipment to have updated, tested, appropriate fire equipment situated nearby 4. Venue to guide audience on safe arrival and departure from the venue 	1.5
First Aid	If adequate first aid equipment or trained personnel are not available, injury may become worse	2	4	3	<ul style="list-style-type: none"> 1. First aid box available Choir have travelling first aid kit, up to date and tested 2. Designated first aid lead available 	<ul style="list-style-type: none"> 1. First aiders recognised by team 2. All team informed of what to do in the event of an accident 3. First aid requirements assessed annually 4. Venue to ensure First Aid kit on site, is up to date and tested annually 	1.5
Hygiene/Comfort	Team may suffer if too hot or too cold or pick up germs if unclean	3	2	2.5	<ul style="list-style-type: none"> 1. Venues kept clean 2. Toilets to be clean 3. Toilets available with all products as needed (soap, hand towels, toilet paper and cleaning products) 	<ul style="list-style-type: none"> 1. Hand wash facilities available to mitigate germs 2. No smoking permitted in the venue 3. Request for no smoking within 50' of venue doors 4. Venue to ensure Adequate ventilation and or heating suitable for the event 	1.5
Lone Working	When working alone, team may not be able to summon assistance if required	2	2	2	<ul style="list-style-type: none"> 1. Persons working alone to have a mobile phone or radio 2. Always more than one person in the venue at event 	<ul style="list-style-type: none"> 1. Lone workers to have contacts of others nearby 2. Lone workers to not work at heights 3. Lone workers to not manoeuvre large or heavy items solo 	1.5
Structure Collapse	Disorder and injury may result if structures are not properly constructed	1	5	3	<ul style="list-style-type: none"> 1. All structures installed by competent qualified individuals, checked and tested upon set up 2. All structures installed for their intended purpose 	<ul style="list-style-type: none"> 1. All structures signed off by installers 2. Poor weather procedures understood for structures 3. All users of stages adequately trained for its use 4. Host Coordinator to ensure audience and children are kept clear of all equipment 5. No chairs and audience seating to be placed within 3 meters of the tape or equipment set up 	1.5
Noise	Injury may occur if persons are exposed to undue noise	3	2	2.5	<ul style="list-style-type: none"> 1. Hearing protection zones marked near sources 2. Hearing protection available to those within zones 3. Sound of the event within the recommended guidelines 	<ul style="list-style-type: none"> 1. Neighbours consulted for outdoor events 2. Sound kept to a minimum for sound checks 3. Individuals kept to a minimum for sound checks 	1.5

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Lighting and sound maintenance	Injury by electric shock, burns, trips or falls	2	4	3	<ol style="list-style-type: none"> 1. All production personnel trained and aware of regulations and risks 2. All relevant risks regulations to be adhered to 	<ol style="list-style-type: none"> 1. Isolation of electricity supplies 2. All cables to be marked, covered or cordoned off 3. Visual inspection to be carried out after installation/assembly 	1.5
Stage Management/show running	Crowded environment, static and moving hazards leading to trips, falls	2	3	2	<ol style="list-style-type: none"> 1. Walkways kept clear throughout the performance 2. Host Coordinator keeping all areas clean 	<ol style="list-style-type: none"> 1. Host Coordinator to provide advice on any particular stage issues or anomalies 2. Inspection of stage access before use/set up 3. Sterile areas around static props and equipment to prevent access/contact by audience/personnel 4. All performers are made aware of the safe performance area at each venue prior to rehearsals and performance 	1
Coach travel between performance venues	Injury from falling objects or losing group members during coach stops	2	3	2	<ol style="list-style-type: none"> 1. Head counts on arrival and prior to departure and at start/end of any comfort stops on route 2. Only hand luggage allowed inside coach. Heavy items stored in luggage hold or beneath seats. 3. Gangways and emergency exits kept clear 	<ol style="list-style-type: none"> 1. Driver briefs passengers on duration of stop and departure time 2. Driver checks to ensure luggage is correctly stowed before moving off and gangways and exits are clear 3. Passengers briefed not to move around vehicle more than is absolutely necessary 	1

Signed: _____ Date: __ / __ / ____