

2024 Choir Tour Risk Assessment

Assessed by: Andrew White, UK Executive Director

Date: 22nd January 2024

For Review: 21st January 2025

Risk Likely: 1 2 3 4 5

Risk Severity: 1 2 3 4 5

Overall Risk: 1 2 3 4 5

Activity	Hazards Identified	Risk Likely	Risk Severity	Overall Risk	Existing Control Measures	Further Recommendations	New Risk Rating
Transportation of Heavy Items	Persons injured by flight cases and other materials while entering and leaving venues	3	2	2.5	1. Ensure unloading takes place in well lit environments 2. Flight cases carried down steps in a controlled manner	1. Avoid unloading in high traffic areas 2. All person to be made aware of risk to themselves and passers by when unloading	1.5
Slips and Trips	Persons injured if they trip or slip in any venue performing any duty	4	2	3	1. Floors to be kept dry during use, cleaned after use 2. Spillages to be dealt with immediately and signed	1. Employees trained to keep walkways clear 2. Cables run in positions that do not block walkways 3. Sufficient lighting in all areas 4. Site to be screened by event manager for hazards	1.5
Falls from Height	Serious injury if an individual falls from height	2	4	3	1. Work from height to be eliminated as far practical 2. Anyone working from height to have received training	1. Access to roofs only performed by professionals 2. Exposed edges and steps to be clearly marked 3. Floor weight loadings obtained ahead of heavier machinery access	1
Manual Handling	Movement of material in and out of the venue	2	2	2	1. Most manual handling undertaken by contractors 2. Appropriate footwear and gloves worn when handling	1. Wheeled flight cases and two man lifts 2. All employees trained on manual handling	0.5
Falling Objects	Items can fall and seriously injure people	4	2	3	1. Work at height performed with a sterile area beneath 2. All structures built according to their safe guidelines	1. All lights on rigging are on a robust stand	1.5

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Traffic Movements	Serious injury could occur if a person was struck by a vehicle or fell from a vehicle	1	5	3	1. Traffic routes to be suitable for vehicles using them 2. Vehicles reversing overseen by bandsman	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	1. All portable electrics maintained 2. Only competent person to install temporary electrics	1. All Watoto equipment to be PAT tested annually 2. PAT test certificate available on request	1.5
Fire and Emergencies	If trapped, employees may suffer smoke inhalation or burns	1	5	3	1. All venues to have suitable fire prevention equipment 2. Event manager to know their locations and proper use	1. Team to be shown on arrival fire exits 2. Team to be advised of fire assembly points 3. Electrical equipment to have appropriate fire equipment situated nearby	1.5
First Aid	If adequate first aid equipment or trained personnel are not available, injury may become worse	2	4	3	1. First aid box available 2. Designated first aid lead available	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	1.5
Hygiene/Comfort	Employees may suffer if too hot or too cold	3	2	2.5	1. Venues kept clean 2. Toilets available with all products as needed	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	1.5
Lone Working	When working alone, employees may not be able to summon assistance if required	2	2	2	1. Persons working alone to have a mobile phone or radio 2. Always more than one person in the venue at event	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	1. All structures installed by competent qualified individual 2. All structures installed for their intended purpose	1. All structures signed off by installers 2. Poor weather procedures understood for structures 3. All users of stages adequately trained for its use	1.5
Noise	Injury may occur if persons are exposed to undue noise	3	2	2.5	1. Hearing protection zones marked near sources 2. Hearing protection available to those within zones	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

Signed: Andrew White

Date: 22 / 01 / 2024