

## Specific Risk Assessment Form (Events)

<b>RECORD SHEET – REFERENCE NO. 1</b>	Key: Risk Rating: 1-3 Low 4-6 Medium 7-9 High H x L = Risk	
PREMISES/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:	<b>REHEARSAL AND CONCERT PERFORMANCE</b>	
<b>Venue:</b>	<b>Organisation:</b>	<b>Date:</b>
SPECIAL GROUPS OF PERSONS CONSIDERED:	<b>PERFORMERS AND OTHER PERSONS ON PREMISES</b>	
CONTACT PERSON:	COMPLETED BY:	SIGNED-OFF BY:

REMEDIAL ACTION PRIORITY ORDER		
NUMBER	DATE	INITIALS

WORK ACTIVITY		HAZARD	H M L	LIKELIHOOD		H M L	RISK	FURTHER ACTION REQUIRED	
Ref. No.	Description	<i>(including description of potential severity)</i>		Groups Exposed and Evidence of Previous Harm	Existing Controls in Place		H M L	ACTION <i>(Who responsible and by when)</i>	REVIEW ACTION AND DATE <i>(Including estimate of Residual Risk)</i>
1.	<b>Use of premises for concert.</b>	Is the building suitable for intended use?  YES. Meets our requirements.	-	For performers and all visitors to premises.  YES.	Venue has Health & Safety Policy, Risk Assessments and insurance cover? YES.			Responsible Person has /will indicate Lighting, Electrical Sockets, Fire Exits, Fire Safety Equipment, First Aid Box and Emergency Evacuation Assembly points.	
	<b>Use of car park and footpaths at the venue</b>	Slips, trips and falling by persons using footpaths , drivers or passengers who may fall entering or exiting vehicles. <i>Injuries ranging from bruising and sprains to broken bones.</i>	3	Performers, those assisting and visitors.	Footpaths are kept clean and in good condition.	1	L	Performers and those assisting, will be advised of any known hazards on site.	
		Collision with vehicles or those on foot within car park. Collision with motor vehicles entering or leaving car park. <i>Injuries ranging from bruising and sprains to broken bones.</i>	3		During darkness, the footpath from the main gate to the church porch, is illuminated by automatic lighting. The surface although not metalled provides good grip.	1	L	Extra care should be taken during inclement weather whilst walking on wet flagstones.	

## Boston Choral Society Specific Risk Assessment Form (Events)

<b>RECORD SHEET – REFERENCE NO. 2</b>	Key: Risk Rating: 1-3 Low 4-6 Medium 7-9 High H x L = Risk	
PREMISES/WORK ACTIVITY (GROUP OR INDIVIDUAL POST) ASSESSED:	<b>REHEARSAL AND CONCERT PERFORMANCE</b>	
Venue:	Date: _____	
SPECIAL GROUPS OF PERSONS CONSIDERED:	<b>PERFORMERS AND OTHER PERSONS ON PREMISES</b>	
CONTACT PERSON:	COMPLETED BY:	SIGNED-OFF BY:

REMEDIAL ACTION PRIORITY ORDER		
NUMBER	DATE	INITIALS

WORK ACTIVITY		HAZARD	H M L	LIKELIHOOD		H M L	RISK	FURTHER ACTION REQUIRED	
Ref. No.	Description	<i>(including description of potential severity)</i>		Groups Exposed and Evidence of Previous Harm	Existing Controls in Place		H M L	ACTION <i>(Who responsible and by when)</i>	REVIEW ACTION AND DATE <i>(Including estimate of Residual Risk)</i>
2.	<b>Access to premises</b>	Slips, trips and falling by persons using footpaths who may fall <i>Injuries ranging from bruising and sprains to broken bones.</i>	2	Performers, those assisting and visitors.	Safety ramps are in situ for use of persons on entry and exit.  Good lighting is available within the building.	1	L	Equipment regularly inspected and PAT tested. Cable runs to be set up safely. Cable cover strips to be used if required.	
3.	<b>Setup and use of performance area</b>	Slips, trips and falling by persons carrying bags and equipment. <i>Injuries ranging from bruising and sprains to broken bones.</i>	2	Performers and those assisting	Persons are aware of the need for care when setting up chairs, keyboard and amplifier.	1	L		
4.	<b>Handling and use of heavy electrical equipment</b>	Slips, trips and falling by persons handling equipment. <i>Injuries ranging from bruising and sprains to broken bones.</i>	4	Performers and those assisting	Competent and safe manual handling used in connection with equipment - including keyboard, amplifier, conductor's rostrum and many portable lighting units.	1	M		
5.	<b>Additional lighting units &amp; layout of electrical cabling</b>	<i>Electrical burns or shock.</i>	3	Performers and those assisting Church officers, stewards and audience	Access to performance area and lighting units restricted to performers and competent persons only.	1	L		

