

# Saltash Town Band Risk Assessment

Venue: Rehearsals/Performances away from the band room.

Risk	Who might be harmed and how?	What are you already doing?	Severity Scale	Likelihood Scale	Risk Rating
Carrying instruments and equipment up the stairs.	Band Members and helpers/parents. Fall on/from the stairs. Strain injury from lifting.	Ensure weight of equipment being carried is suitable. Carry equipment in a sensible manner. Where possible use two people for heavy items. Supervise under 18s when carrying equipment up the stairs.	2	2	4
Trips, Slips and Falls.	Band Members, helpers and visitors. Risk of falling/tripping.	Ensure all gangways/access-ways/floors kept as clear as possible Band instruments, boxes, cases, and other equipment and personal belongings stacked away to the side of the room/in a different room. Ensure any cables, wires etc. placed where they cannot cause a hazard.	1	2	2
Travelling to and from venues (coach).	Band Members and helpers/parents. Trip or fall, travel sickness, crash injuries.	Ensure band members follow coach instructions on seatbelt use. Individuals to remain seated whilst the coach is moving. Those prone to travel sickness to sit at the front of the coach.	3	2	6
Use of electrical equipment.	Band members and helpers. Electrical Shock.	Ensure equipment carries up to date PAT test confirmation. Where possible venue staff to assist/carry out set up of electrical equipment. Over 18s to be responsible for setting up electrical equipment. Follow correct procedure for setting up electrical equipment.	3	1	3
Lifting	Band members and helpers	Equipment to be placed in a practical and easily reached position in the store room. Heavy items to be lifted by more than one person. Ensure band members and helpers are aware of the correct and safe way to lift heavy objects. Heavy instruments and equipment not to be carried up and down the stairs by a single person working alone in the building. Percussion boxes/bags not to be overfilled in such a way that they become a hazard.	1	2	2
Fire/ Emergencies	Band Members, helpers and visitors.	Ensure whereabouts of fire exits are made known on arrival at venue. Ensure route of travel to nearest fire exits known. Ensure position of fire fighting equipment known. Ensure all fire exits and routes to fire exits are not blocked or cluttered with instrument cases etc.	4	1	4
General	Band members, helper and visitors.	All members to "look out" for each others safety at all times. All members to report any hazard or likely hazard to a Committee Member or other appropriate person as soon possible after spotted All accidents and all incidents likely to lead to an accident or injury to be recorded in the accident book Ensure that the identity of first-aiders is known. Register to be taken at each rehearsal/engagement.	1	1	1

Risk	Who might be harmed and how?	What are you already doing?	Severity Scale	Likelihood Scale	Risk Rating
		Possible "pinching" injury when putting up/taking down stands. Band members to be made aware, if necessary, of proper method of putting up and taking down stands			

Severity Scale	1	2	3	4	5
Likely Injury	Minor non-immobilizing injury or trauma not requiring hospital treatment.	Non-immobilizing injury or trauma but requiring hospital treatment.	Immobilizing injury or trauma requiring hospital treatment.	Severe injury or trauma requiring urgent hospital treatment.	Very severe life-threatening event.

Likelihood Scale	1	2	3	4	5
Hazard Occurrence	Highly Unlikely	Unlikely	Possible	Likely	Very Likely

**Severity X Likelihood = Risk Rating**