



# Phoenix Brass Band - Risk Assessment Form



## Risk Evaluation

### Risk Rating

Risk Assessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating. EG. A high risk rating of  $5 \times 5 = 25$  would require immediate and careful action.

Assessing the likelihood of a hazard and the severity of the outcome is based on the following **severity scale for physical injuries**:

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

And a likelihood scale for the hazard occurrence:

Likelihood Scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

RISK MATRIX		Severity		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	2 – Significant Injury (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	3 – Major Injury (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	1 – Unlikely (injury rare, though possible)	1 – Low	2 – Low	3 – Medium
	2 – Possible (injury could occur occasionally)	2 – Low	4 – Medium	6 – High
	3 – Probable (injury likely to occur, can be expected)	3 – Medium	6 – High	9 – Extreme

## **RISK EVALUATION**

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you an overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

### **1 to 2 = Low risk**

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

### **3 to 4 = Medium risk**

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period. Risks on the lower end should be reduced if practicable.

### **6 to 8 = High risk**

High risk activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

### **9 = Extreme Risk**

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.

Activity	Hazard and Potential Effect	Persons at Risk	Likelihood 1 to 5	Severity 1 to 5	Risk Factor	Observations & Current Control Measures (Risk Management)	Additional Action Required to Control Risk (Risk Management)	Action By
<b>Indoor</b>								
Uneven and/or slippery floor	May suffer injuries such as fractures or bruising if they slip or trip over on poor floor surface or where spillages have occurred	Band Members	2	2	4	Floor surfaces maintained to be even as much as possible. Drinks not allowed on floor	Surface to be inspected regularly	
General untidiness	May suffer injuries such as fractures or bruising if they slip or trip over where attributed to poor housekeeping and untidiness	Band Members	1	2	2	Best practice to be employed at all times Rehearsal and playing area to be kept tidy at all times	General tidiness / cleaning undertaken and inspected regularly	
Finger trap hazard, door closers not fitted	Could suffer from cuts, bruises, fractures if door closures are not fitted and/or doors not properly maintained	Band Members	1	1	1	Doors maintained with c closers Doors regularly checked that closers are in working order	Doors routinely checked that they are operational	
Inadequate lighting	Could suffer from poor and strained eyesight, headaches and associated illnesses if lights are poor or inadequate	Band Members	1	1	1	LED lights fitted and checked and maintained regularly	Lights are routinely checked that they are operational	
Manual Handling	Could suffer from cuts, trips, bruises strains, muscular pain, back pain and upper body disorder by using incorrect handling techniques. Individuals with health conditions, previous back injuries etc affecting ability to safely handle items	Band Members and Support Staff	2	2	4	Best practice to be employed at all times when lifting heavy and bulky instruments etc. Manual handling should employ lifting techniques, minimise distances that equipment is carried and use vehicles, trolleys etc wherever practicable	All band members and support staff reminded of manual handling procedures	
	Slips, trips and suffering of injuries such as fractures or bruising	Band Members and Support Staff	2	3	6	Keep alert to possible hazards en-route	Familiarise with new areas Clear any obstacles or hazards	

Activity	Hazard and Potential Effect	Persons at Risk	Likelihood 1 to 5	Severity 1 to 5	Risk Factor	Observations & Current Control Measures (Risk Management)	Additional Action Required to Control Risk (Risk Management)	Action By
Falling from height	Falling when retrieving instruments/items stored at a height. Dropping instruments and/or items onto others when stored at a height	Band Members and Support Staff	2	2	4	To prevent injuries, instruments and items must not be stored at a height wherever possible. They should be stored at waist height. If a stepladder is used, players etc should ensure that other individuals are there to support and help.	All band members and support staff reminded of need to adhere to best practice when retrieving items from a height	
Electrical	Electrocution	Band Members and Support Staff	1	3	3	All electrical equipment PAT tested Only trained staff to set up equipment	Visual check equipment before event	
Equipment	Falling or toppling equipment	All	2	3	6	Mark all protruding stand legs with yellow tape or mark floor area Set up in protected area wherever possible	Final check that all equipment is stable and marked as necessary	
Stacked chairs	Could suffer from cuts, trips, bruises strains, muscular pain, back pain and upper body disorder by using incorrect handling techniques.	All	2	3	6	Chairs stacked in sets of five and no higher	Chair stacks routinely checked and all band members and support staff reminded of manual handling procedures and rules regarding stacking of chairs	
Noise	Hearing damage	All	1	3	3	Monitor sound levels throughout performance		
Cabling	Slips and trips and suffering of injuries such as fractures or bruising	All	2	3	6	Cables when used should use the shortest practicable route ensuring that if they cross walkways they do so in areas with minimal traffic Cables crossing floor areas should be covered using rubber cable ramp or taped using gaffer tape Excess cable should be wound at the most appropriate end	Check area for any notable hazards	
Rehearsal, venue or concert area	Check that the area and surroundings are safe and free from obstacles	All	2	2	4	Is the equipment fit and suitable for activity?	If no, please outline equipment, who may be at risk and action taken, if any	

Activity	Hazard and Potential Effect	Persons at Risk	Likelihood 1 to 5	Severity 1 to 5	Risk Factor	Observations & Current Control Measures (Risk Management)	Additional Action Required to Control Risk (Risk Management)	Action By
Emergency	Emergency points (check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers)	All	2	3	6	Are emergency access points checked & operational? YES/NO Is a working telephone/mobile available? YES/NO Is a First Aid kit and/or medical supplies available? YES/NO	If no, please outline the issues and action taken, if any	
Health and safety	Check that the area and surroundings are safe and free from obstacles	All	2	3	6	Check that emergency procedures are accessible for all Is a working telephone/mobile available? YES/NO	Are emergency procedures accessible for all? YES/NO If no, please outline the issues and action taken, if any	
Any other hazards identified?	Check that the area and surroundings are safe and free from obstacles	All	1	3	3	YES/NO If NO, please specify Is a working telephone/mobile available? YES/NO		
<b>Outdoor</b>								
Broken equipment	May suffer injuries such as fractures or bruising if they slip or trip on or over broken equipment	All	3	2	6	Check that the area and surroundings are safe and free from obstacles	Make the area safe by sectioning it off and making it out of bounds area Can the hazard or problem be eliminated either by removing it or closing down the area? Can the area be substituted for a new area etc?	
Liquid spillages	May suffer injuries such as fractures or bruising if they slip or trip due to spillages of liquid	All	3	2	6	Check that the area and surroundings are safe and free from spillages	Make the area safe by sectioning it off and making it out of bounds Can the hazard or problem be eliminated either by removing it or closing down the area? Ensure that everyone is aware of the hazard and that they understand the procedure for dealing with it	
Tripping hazards	May suffer injuries such as fractures or bruising if they slip or trip over footpaths, steps, uneven surfaces and other associated surfaces	All	3	2	6	Check that the area and surroundings are safe and free from all tripping hazards	Make the area safe by sectioning it off and making it out of bounds area Can the hazard or problem be eliminated either by removing it or closing down the area?	

Activity	Hazard and Potential Effect	Persons at Risk	Likelihood 1 to 5	Severity 1 to 5	Risk Factor	Observations & Current Control Measures (Risk Management)	Additional Action Required to Control Risk (Risk Management)	Action By
Ponds and water hazards	May suffer injury or death if they become in close proximity of ponds, streams, rivers and other associated water hazards	All	2	2	4	Check that the area and surroundings are safe and free from all ponds and water associated hazards	Make the area safe by sectioning it off and making it out of bounds area Can the hazard or problem be eliminated either by removing it or closing down the area? Can the area be substituted for a new area etc? Ensure that everyone is aware of the hazard and that they understand the procedure for dealing with it	
Harmful or poisonous plants	May suffer injury or death if they become in close contact with harmful, toxic and/or poisonous plants	All	2	3	6	Check that the area and surroundings are safe and free from all harmful plants	Make the area safe by sectioning it off and making it out of bounds area Can the hazard or problem be eliminated either by removing it or closing down the area? Can the area be substituted for a new area etc? Ensure that everyone is aware of the hazard and that they understand the procedure for dealing with it	
Moving vehicles on roads and car parks	Pedestrians could suffer serious injury if struck by cars entering/leaving the car park or moving in it	All	3	3	9	Check that the car park area and surroundings are safe	Make the car park area safe by sectioning it off and making it out of bounds area Ensure that everyone is aware of the hazard and that they understand the procedure for dealing with it	
Debris, needles and animal faeces	May suffer from allergic reaction to discarded needle contents and toxic reaction to animal faeces	All	2	3	6	Check that the area and surroundings are safe and free from all debris, needles and animal faeces	Make the area safe by sectioning it off and making it out of bounds Can the hazard or problem be eliminated either by removing it or closing down the area? Can the area be substituted for a new area etc? Ensure that everyone is aware of the hazard they understand the procedure for dealing with it	

Activity	Hazard and Potential Effect	Persons at Risk	Likelihood 1 to 5	Severity 1 to 5	Risk Factor	Observations & Current Control Measures (Risk Management)	Additional Action Required to Control Risk (Risk Management)	Action By
Security of money and valuables	May suffer from theft / loss of monies and other valuables if not properly secured	All	1	1	1	All valuable to be securely locked away on the person or in an out of sight place in a vehicle or coach Each individual in control of their own valuables		
Security of instruments	May suffer from theft / loss of valuable instruments if not properly secured	All	1	1	1	All valuable to be securely locked away on the person or in an out of sight place in a vehicle or coach Each individual in control of their own valuables		
Does the band / or players need to take any further action in relation to any matter?	Check that the area and immediate surroundings are safe	All	2	1	2	YES/NO If NO, please specify Is a working telephone/mobile available? YES/NO	Ensure that everyone is aware of the hazard and that they understand the procedure for dealing with it	

Originated in June 2018

Reviewed August 2019

Reviewed August 2020