

ADCS Risk Assessment
Performances at St Paul's Church

Hazard	Risk	Before Mitigation			Mitigation	After Mitigation			Action/Owner
		Likelihood	Impact	Risk value*		Likelihood	Impact	Risk value*	
Electrical Equipment (including music related, hot water, lighting, heating etc	Fire	2	5	15	Visual inspection of electrical equipment during venue walk through: check for loose plugs, damaged cables, overheating, anything else that looks wrong. If in doubt, do	1	5	10	Health and Safety Coordinator
					Any poor quality electrical equipment belonging to Church not to be used and Church Rep advised				
Untidy venue including: equipment/loose cables or personal possessions/coats in thoroughfares and Fire Exit routes, spillages.	Slips and trips leading to injury and bottlenecks during evacuations.	3	5	20	Tape up/cover lose cables from equipment, mark with clear signage	1	5	10	Health and Safety Coordinator
	Fire exits blocked inhibiting emergency exit.				Venue walk throughs to ensure fire exits clear				
Naked flames or flammable substances to be used		2	5	15	Note: no naked flames to be used in premises	1	5	10	Health and Safety Coordinator
Lack of or limited First Aid equipment/competent persons	Impact of illness or injuries to audience exacerbated	3	5	20	Locations of First Aid Box Defibrillator location, key contact information known to key individuals.	1	5	10	Responsible Committee Member and Health and Safety Coordinator
Poor Communication particularly during emergency situations	Emergency and Evacuation procedures compromised	3	5	20	Ensure everyone knows the location of fire exits and assembly points.	1	5	10	Responsible Committee Member and Health and Safety Coordinator
Urns, kettles, hot water boilers and hot water	Burns and scald	3	4	16	Urns kept in one location and operated by fully briefed individuals only	1	4	8	Health and Safety Coordinator
					Check any hot water equipment to be used and hot water temperatures.				
Exposure to prolonged or sudden loud noise	Damage to ears/hearing	1	3	6	Limited use of amplified music therefore noise unlikely to exceed safe limits	1	1	2	Committee and Health and Safety Coordinator
					Ensure the layout minimises impact to audience. Advise accordingly				
Poor ergonomic design of performance area	Poor posture could lead to short or long term injury	3	3	12	Seating/standing plan and how to enter/exit. Ensure seating standing areas safe/secure and members aware of hazards.	1	1	2	Committee and Health and Safety Coordinator
Incorrect manual handling	Injury either immediately or over time	2	3	9	All members moving chairs or other heavy objects to be advised of good manual handling techniques and reference to be made to HSE - Good handling technique	1	2	4	Health and Safety Coordinator and Committee
Venue too hot/too cold	Illness, injury to choir and audience	3	3	12	Work with venue to ensure adequate heating available	1	2	4	Committee
					Likely to be for limited periods - particularly for the audience				
					Members advised to bring additional clothing if temperature is reduced due to lack of heating or windows/doors required to be open for ventilation.				
Vulnerable choir members e.g. Wheelchair user, limited mobility requiring walking aids, limited sight or hearing	Choir Members unable to exit the building	3	5	20	Each vulnerable person to have a Personal Emergency Evacuation Plan (PEEP)	1	5	10	Members, Line Reps, Committee
Spread of infectious respiratory disease (e.g. Covid)	Someone with an easily transmittable infection, virus or illness (eg. Covid, 'flu or cold, norovirus) is at event and spreads illness to others.	3	5	20	See respiratory* health risk assessment guidelines	1	5	10	