

**ACDS Risk Assessment
Rehearsals at Swansfield School**

Hazard	Risk	Before Mitigation			Mitigation	After Mitigation			To be actioned by
		Likelihood	Impact	Risk value		Likelihood	Impact	Risk value	
Electrical or heating equipment	Fire or explosion	2	5	15	Visual inspection of electrical equipment: check for loose plugs, damaged cables, overheating, anything else that looks wrong. If in doubt, do not use. Any poor quality electrical equipment belonging to school to be advised to the caretaker and confirmation received that it has been fixed before rehearsal the following week. In extreme case rehearsal to be cancelled (eg. risk of gas leak).	1	3	6	Health and Safety Coordinator
Naked flames and flammable	Fire	2	5	15	Note: no naked flames to be used in premises	1	5	10	Health and Safety Coordinator
Cables for equipment not secured and trailing across pathways	Slips and trips leading to injury	3	3	12	Tape up/cover loose cables from equipment, mark, and notify members of any potential issues.	1	2	4	Health and Safety Coordinator
Untidy venue such as liquids spilled on the floor, equipment in exit routes	Slips and trips leading to injury	3	5	20	Ask members to store coats and bags out of the way of thoroughfares Ask members to bring drinks in closed bottles where possible Wipe up spills straight away or mark if residue left	1	5	10	Health and Safety Coordinator
	Fire exits blocked inhibiting emergency exit.				Venue walk throughs to ensure fire exits clear				
Lack of First Aid equipment/competent persons	Injuries to Choir members exacerbated	3	5	20	Locations of First Aid Box & Defibrillator known to key individuals. Competent person appointed to administer First Aid within their experience	1	5	10	Responsible Committee Member and Health and Safety Coordinator
Poor Communication and inadequate response particularly during emergency situations	Emergency and Evacuation procedures compromised	3	5	20	Ensure appropriate emergency evacuation process in place and understood (See Health and Safety policy) And everyone knows the location of fire exits and assembly points	1	5	10	Responsible Committee Member and Health and Safety Coordinator
Excessive rehearsals/incorrect singing technique	Over stretching of voice could lead to short term loss of voice and long term damage	2	2	6	Do a full vocal warm up at the start of rehearsal Members advised to sing within their vocal range and not over strain voices when appropriate Choir rehearsals not to exceed 2 hours (approx) with at least one break about half way through	1	1	2	Responsible Committee Member, Music Director
Poor ergonomic design of rehearsal area	Poor posture could lead to short or long term injury	2	3	9	Ensure rehearsal room set out with adequate seating and space to stand	1	1	2	Committee

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Spread of infectious respiratory disease (e.g. Covid)	Spread of illness to others.	2	3	9	See Respiratory illness risk assessment. Clear guidelines issued for conducting rehearsals in accordance with relevant government and industry best practice	1	2	4	
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	2	3	9	Members advised to bring additional clothing if temperature is reduced e.g. windows required to be open in COVID	1	2	4	Committee
Vulnerable choir members	Abuse or harm to member	2	5	15	See safeguarding policy/procedure	1	5	10	Committee/Line reps
	Choir Members unable to exit the building				Each vulnerable person to have a Personal Emergency Evacuation Plan (PEEP)				