



The Amici Singers
Brook House, 24 Royston Street, Pottton, Sandy, Beds. SG19 2LP
www.amicisingers.net
Registered Charity No. 277766

HEALTH AND SAFETY RISK ASSESSMENT
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Assessment Reference No.	001
Organisation	The Amici Singers
Assessment Title	Risk assessment for rehearsal venue at Trinity Methodist Church, Biggleswade.
Assessors Name	Anne Bunker
Assessors Signature	
Date of Assessment	September 2013
Review Date	September 2014

SCOPE OF THE ASSESSMENT

<p>AREAS COVERED: (attach plan if appropriate)</p> <p>All communal areas and rooms accessible to choir members</p>
<p>OPERATIONS OR PROCESSES ASSESSED:</p> <p>Activities during rehearsals/recordings.</p>
<p>PEOPLE INVOLVED:</p> <p>Refers to ALL choir members and occasional visitors.</p> <p><u>Are new, nursing or expectant mothers at special risk</u> NO.</p> <p><u>Are Young People at special risk</u> – NO, but specific advice to be given if hosting young people prior to attendance, and at induction.</p>
<p>PEOPLE/ACTIVITIES UNASSESSED:</p> <p>Cleaning Maintenance and repair work</p>

Risk Rating

The Amici Singers, General Risk Assessment							
The Task / Activity (and its frequency)	The People (and numbers (n) involved)	The Hazard (either substance, or the danger in that activity)	Severity (s) Major 3 Serious 2 Slight 1	The Risk (which could occur)	Likelihood (l) High 3 Medium 2 Low 1	The Control (put in place to prevent or reduce harm)	n x s x l
Parking at premises and entering building. Weekly.	60	Adverse walkway conditions due to weather or damage. E.g. ice, snow, water, uneven pavement/road.	1	Slips, trips or falls resulting in personal injury.	1	Regular inspection of areas for hazards. If noted ensure building owners notified of issue to attended to. Instruct choir members to exercise care when accessing building avoiding problem area.	60x1x1=60
Walking around premises hired to choir. Weekly.	60	Uneven flooring, tripping hazards.	1	Slips, trips or falls resulting in personal injury.	1	Regular inspection of areas for hazards. If noted ensure building owners notified of issue to attended to. Instruct choir members to exercise care when mobilising in building avoiding problem area	60x1x1=60

Utilising lighting during rehearsal. Weekly.	60	Sudden loss of power/lighting.	1	Falls when exiting building in the dark/semi dark.	1	Allocate choir members to safely direct choir to exit if power not reinstated - Section leaders. Committee all have torches to assist with safe exit	60x1x1=60
Use of power for activities other than lighting. Occasional.	10	Fault in equipment causing adverse event.	1	Electric shock/fire.	1	Ensure all equipment used is in good working order. Check building fire strategy; ensure choir members are aware of this. If any injury is caused immediately seek assistance. Do not touch person affected if electrocution is suspected unless trained to assess.	10x1x1=10
Use of hot water.	40	Hot water.	1	Scalding.	1	Ensure all hot water taps are labelled correctly.	40x1x1=40

0-40 Low risk

40-80- Medium risk

80-120+ High Risk

Identify suitable and sufficient actions to reduce risk of injury and review these annually or when there is a significant change with people or working environment.

Action Plan

Action	Date due for completion	Actionee	Date completed