Heart of England Singers Risk Assessment:
Monday Night Rehearsals

Activity or area covered in the risk assessment:	Monday Night rehearsals: Baptist Free Church, Land Lane, Marston Green, B37 7DE
Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)?:	Choir Members, Musical Director, Accompanist, President
Assessors name:	Alan Spiers
Assessment date:	March 2023
Review Date (Every 12 months or sooner if there are significant changes):	March 2024

Steps to Risk Assessment	
Identify the hazards	
Hazard:	A Hazard is something that can cause harm. For example; a protruding bolt from play equipment, falls from climbing apparatus, improper use of tools/ equipment or poor separation between traffic and pedestrians.
Evaluate the risk	
What harm could be caused?	What harm could come from the hazard. Such as; bruises, abrasions, head injury, minor/ major injury or fatality.
How likely is the risk to occur (High, Medium or Low)?	What is the probability the incident will occur? Low, medium or high probability.
Who might be harmed?	Who will be affected by the activity (employees, pupils, clients, contractors, visitors, members of the public, etc)?
Decide what precautions to put in place	
What are you already doing (Control measures)?	The existing control measures are what you already have in place. Such as; servicing and testing of equipment, staff training, personal protective equipment or staff supervision, etc.
Further action/ control measures required?	Further control measures are what you need to do to achieve an acceptable level of safety. Such as; elimination or substitution of a product, item or process, keeping items locked away/ out of reach or erecting a barrier, etc.
Remaining Risk Level (High, Medium or Low)?	What is the remaining probability of the risk occurring after all the control measures are applied? Low, medium or high probability. If a significant risk level remains, further assessment or control measures may be required.
Implement your findings	

Action by whom and when?	Nominated person to complete the action/s and the date they will achieve this by.

Identify the hazards	**Evaluate the risk**			**Decide what precautions to put in place**			**Implement your findings**
Hazard	What harm could be caused?	How likely is the risk to occur (High, Medium or Low)?	Who might be harmed?	What are you already doing (Control measures)?	Further action/ control measures required?	Remaining Risk Level (High, Medium or Low)?	Action by whom and when?
Car Park: Lack of lighting leading to trips, slips, falls and walking into things	Cuts, bruises, broken bones, concussion	Medium	Choir members Accompanist Musical Director	Advise choir members in winter months to take extra care. Suggest members use torches if they need them HoES has purchased three solar powered lights to be installed.	Liaise with Baptist Free Church regarding lighting situation: dentify first aider and location of first aid kit	Medium	Dave Abbott: Oct 2023, solar powered lights were installed to side and rear of the building. Aarn Huissoon – first aider Jan Probert – First Aid kit

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Car Park: Uneven ground leading to trips and falls	Cuts, bruises, broken bones, concussion	Low	Choir members Accompanist Musical Director	Advise choir members to take extra care.	Liaise with Baptist Free Church regarding the condition of the car park Monitor any further deterioration – photograph monthly Identify first aider and location of first aid kit	Low	Liz Brown – already contacted Free Church. No intention at present to resurface car park Alan Spiers – to monitor and take photographs Aarn Huissoon – first aider Jan Probert – First Aid kit

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Car Park: Minor flooding during wet weather leading to slips and falls Wet manhole covers leading to slips and falls	Cuts, bruises, broken bones, concussion	Low	Choir members Accompanist Musical Director	Advise choir members to take extra care. Sourcing a further mat to cover the manhole at front of building.	Liaise with Baptist Free Church regarding condition of the car park Identify first aider and location of first aid kit	Low	Liz Brown – already contacted Free Church. No intention at present to resurface car park Dave Abbott: Rubber mat sourced to cover manhole to side of building following a slip when installing lights. To be reported to BFC. Aarn Huissoon – first aider Jan Probert – First Aid kit
Car Park: Moving vehicles leading to minor collisions	Cuts, bruises, broken bones, concussion.	Low	Choir members Accompanist Musical Director	Advise choir members to take extra care and be aware of moving vehicles	Identify first aider and location of first aid kit	Low	Aarn Huissoon – first aider Jan Probert – First Aid kit

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Ingress/Egress: Lone working opening and closing the building	Minor or major accident or sudden illness	Low	Alan S	Ensure two members on site when securing the building and premises at the end of the evening, in case of accident or illness.	Identify alternative member to collect keys from Stella should Alan be unavailable	Low	Jan Probert has been briefed on keys and process
Ingress/Egress: Moving vehicles at front building near to entrance	Cuts, bruises, broken bones, concussion. Damage to other vehicles	Low	Choir members Accompanist Musical Director	Advise choir members to take extra care and be aware of moving vehicles	Identify first aider and location of first aid kit	Low	Aarn Huissoon – first aider Jan Probert – First Aid kit
Ingress/Egress: Suitable disabled access	NA	Low	NA	Front entrance is ground level with access to disabled toilet via a ramp to the right. However, if front entrance was inaccessible, there are three steps to navigate to exit the building via marked fire exit to side of building	Put a plan in place to assist those with disabilities/ mobility issues to exit building in an emergency	Low	Alan Spiers/ Mel Coton to review – 4th June 2023
Unwelcome visitors: Main doors are work on sensors from the outside, with the potential for anyone to wander in.	Verbal/physical abuse	Low	Choir members Accompanist Musical Director		Doors can be locked from the inside, but still allow egress in the event on an emergency using the exit button. Doors to be locked once rehearsal begins.	Low	Key holder - to lock doors

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Trips and Slips: Mats, carpets and chairs leading to trips, slips, falls	Cuts, bruises, broken bones, concussion	Low	Choir members Accompanist Musical Director	Checks that mats and carpets are secure and flush with the floor Checks that chairs are secure, aligned and have sufficient room between rows	Monitor regularly for any deterioration Identify first aider and location of first aid kit	Low	Alan Spiers – to monitor Aarn Huissoon – first aider Jan Probert – First Aid kit
Trips and Slips: Step up to Altar leading to trips or falls	Cuts, bruises, broken bones, concussion	Low	Choir members Accompanist Musical Director	Checks that carpets are secure and flush with the floor	Monitor regularly for any deterioration Identify first aider and location of first aid kit	Low	Alan Spiers – to monitor Aarn Huissoon – first aider Jan Probert – First Aid kit
Manual Handling: Moving the piano	Muscular injury, bruising, risk of piano toppling(?)	Low	Choir members Accompanist Musical Director	Two members to move the piano at beginning and end of rehearsal	Check stability of piano	Low	Alan Spiers/ Mel Coton – 27th March 2023
Manual Handling: Moving and setting up the flood lights Music stand and chair for MD	Minor injury, burns, bruises, electrocution	Low	Choir members Accompanist Musical Director	Set up and close down is undertaken when fewer choir members are present	Identify first aider and location of first aid kit	Low	Aarn Huissoon – first aider Jan Probert – First Aid kit

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Illness: Covid and flu symptoms	Passing on illness to other (sometimes vulnerable) members.	Medium	Choir members Accompanist Musical Director	Request for members to stay home if showing symptoms. Test where necessary and inform section rep if test positive following a rehearsal		Low	Section reps to inform chair of any infection reported for decision on further action.
Sudden/serious illness: E.g., Heart attack or stroke	Death Greater risk of complications if treatment not sought quickly	Low	Choir members Accompanist Musical Director	First aider	Develop a process to follow in such an emergency	Low	Alan Spiers/ Mel Coton – to speak with Aarn Huissoon and develop a process
Fire and other emergencies: Location of emergency exits and getting everyone out of the building quickly and safely	Slips, trips, falls leading to cuts, bruises, broken bones, concussion	Low	Choir members Accompanist Musical Director	Section Reps to check members against attendance register once everyone is out of the building.	'Housekeeping' at beginning of each term to remind members of where the emergency exits are Section Reps to lead sections to appropriate exits in case of emergency. Create process for emergencies. Identify first aider and location of first aid kit	Low	Chair – each term Section Reps Alan Spiers/ Mel Coton – 4th June 2023 Aarn Huissoon – first aider Jan Probert – First Aid kit

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Fire and other emergencies: Assembly point – car park is not safe in terms of lighting and condition. It is also very close to the building	Slips, trips, falls leading to cuts, bruises, broken bones, concussion – in the event of panic. It is not a safe location.	Medium	Choir members Accompanist Musical Director	NA	Identify appropriate assembly point – suggest corner of Hall Drive and Lane 'Housekeeping' at beginning of each term to remind members where the emergency assembly point is	Low	Discuss with committee and decide – 4th June 2023 Chair – each term
Fire and other emergencies: Not being aware of who is and is not in the building	In the event of an emergency, someone could be left in the building	Low	Choir members Accompanist Musical Director	Currently section reps make a note of attendees each week.	In the event of a section rep being absent, the tenor rep will step in. Consider a weekly sign in sheet on arrival.	Low	Mel Coton – section sign in sheets to be devised and printed – 5th June 2023
Fire and other emergencies: Emergency contact details for choir members	NA	Low	Choir members Accompanist Musical Director	New members get asked to provide an emergency contact	Refresh emergency contacts for existing members and ensure new members are asked to give an emergency contact	Low	Alan Spiers – to call existing members to check details – 4th June 2023