**Seaford Choral Society Risk Assessment for Seaford Baptist Church**

There are no inherent risks from the rehearsal and performance of choral music. The majority of risks which can be identified would arise from the movement of people in and around venues used for rehearsals and performances both in the preparation and clearing up process, preparation and provision of refreshments, and as a result of poor mobility or health of singers and audience members.

A single risk assessment is made and updated each term covering all venues and activities. An additional risk assessment will be prepared for any activity or event outside the normal season’s rehearsals and performances – e.g. trips to other venues.

Scoring: Likelihood – 1 very unlikely; 2 unlikely; 3 moderately likely; 4 high likelihood; 5 probable

Scoring: impact – 1 very low impact; 2 low impact; 3 moderate impact; 4 high impact; 5 life threatening / severe impact

| **What are the hazards?** | **Who might be harmed and how?** | **What are we already doing?** | **What further action is needed?** | **Who?** | **By when?** | **Done**  **Y/N** |
| --- | --- | --- | --- | --- | --- | --- |
| Risk of fire  **Likelihood – 2**  **Impact - 5** | Singers and performers  Members of the audience | Announcements about fire exits are made at the start of concerts.  Church Fire Evacuation procedure has been circulated to committee and arrangements are in place for concerts and rehearsals including provision by the committee of torches and high visibility jackets, currently on loan.  Fire fighting equipment and escape routes ascertained.  When setting out chairs, provision will be made to ensure there is room for people to exit quickly in the case of an emergency. | Four high visibility vests and torches to be bought by the Society for use by nominated stewards at rehearsals.  Microphone to be made available for announcements at all concerts to facilitate the evacuation of singers and audience.  Position of fire fighting equipment to be communicated to stewards | Committee  Bookings officer  Bookings officer | By the start of Spring term 2019  Day of concert  Day of concert |  |
| Hazards liable to cause accident or injury  **Likelihood – 3**  **Impact – 3**  Risk of objects (e.g. music stands, orchestral instruments) falling or causing trip hazards. | Singers and performers  Members of the audience | Wherever possible singers are encouraged to find their seat as they arrive.  The Chairman will ensure all musicians are silent when he/she needs to make announcements about seating.  Any hazards will be reported to the Church office for the attention of the Facilities Co-ordinator.  During concerts, the MD/conductor will be provided with a low platform. When the conductor wishes to sit whilst conducting suitable barriers will be fitted to prevent the chair falling off the platform.  The guard rail will be used at all times and the music stand will always be set up inside the rail. | Microphone to be sourced / identified before final rehearsal or concerts in the Church.  The Society’s committee will review hazards and Health and Safety matters as necessary. | Bookings officer  Chair/  Secretary | Day of concert  Ongoing |  |
| Lifting and handling  **Likelihood – 3**  **Impact - 3** | Choral Society members and other helpers | Where the piano in the church needs to be moved this is done by a minimum of two able bodied adults under the direction of a member of the committee.  Chairs for the choir and players may need to be moved between the Church auditorium and storage in the floor below. Trolleys are available for this purpose in the large hall downstairs, where the chairs are stored, and the disabled lift can be used. A maximum of two trolley-loads can be moved at a time (14 chairs). | Ensure there are enough people available before moving the piano and that they are given clear instructions.  Give clear instructions to anyone moving chairs on the safe maximum number of chairs to be moved at one time. | Bookings officer  Bookings officer | At each concert  At each concert |  |
| Accident or illness at concerts or rehearsals.  **Likelihood – 4**  **Impact – 1 - 5**  . | Performers and audience.  Given the age profile and high level of disabilities and health conditions of a number of Society members, there is a higher than average likelihood of accidents and illness during rehearsals or concerts. The impact is variable depending on the nature of the accident or illness. Provision therefore needs to be made for dealing with a range of incidents including severe and sudden illness or injury | First Aid is available for concerts from St John Ambulance staff or equivalent 30 minutes before concert begins until the end of the concert. During these times they provide primary cover for audience and SCS members and are the initial point of contact in the event of an accident or illness.  A nominated First Aid trained Society member is responsible for assisting during all rehearsals and for making the decision to summon emergency assistance if needed.  In the absence of any cover where medical attention is needed the Secretary or another officer is responsible for calling emergency services to ask them to attend. Mobile phones will be used for this purpose.  The Secretary will ensure records of any Incident or Accident are made in the Society’s own Accident Book and are passed on to the Church in the Accident Book if available or by email to the church office within 24 hours. | Ensure First Aiders’ training is up to date.  Pay costs of First Aid training where this is not already covered through other work or activities undertaken by the nominated First Aiders.  Ensure nominated First Aiders are pointed out at the first rehearsal each term and to any new Members. | Secretary  Treasurer  Chair | Before the start of each term  Before the start of each term  At the start of each term |  |
| Falling on stairs when accessing the main toilets or refreshments on floor below.  **Likelihood – 2**  **Impact – 1-5** | Anyone, but especially those with mobility impairment. | A disabled lift is available throughout the concert.  The stairs are provided with handrails and are well lit. | Disabled lift to be switched on, and stewards to be shown how to operate the disabled lift if assistance is required. | Bookings officer | At each concert |  |
| Provision ofrefreshments  **Likelihood – 2**  **Impact - 3** | Possible scalding risk when making tea and coffee. | An urn is provided for preparation of hot drinks at rehearsals and at the concert interval.  The Catering Officer will ensure all spillages are cleared up immediately to minimise the risk of slips. |  |  |  |  |
| Covid - risks to the society of remaining “closed” | Members may get discouraged and stop singing or go elsewhere, affecting the viability of the organisation. Possible mental health effects on members who rely on this activity. | On-line “Zoom” rehearsals, quizzes and real-life beach get-togethers | Rehearsals to restart with suitable precautions as listed below. | Committee | One-off |  |
| Catching Covid because of droplet/aerosol exposure whilst singing.  **Likelihood - 2**  **Impact - 5** | Vulnerable age group. Chance of death. | All members who responded to the survey have been double-vaccinated.  Venue is sterilising chairs between events. | Doors and windows will remain open to ensure good ventilation.  Members asked to do a LFT during the days before a rehearsal.  Masks will be worn until we are able to further assess the efficiency of the ventilation.  Chairs will be separated from each other as far as possible |  |  |  |
| “Pinch points” increasing social contact and increasing chances of transmission. | Ditto |  | No refreshment break so that the stairs, toilets and hall do not result in close contact.  Members will be encouraged to pay on-line or to have a cheque pre-prepared to hand to the treasurer.  On entry, members will be asked to take their seats and not assemble in friendship groups. |  |  |  |
| Music scores as viral vectors. | Ditto |  | Librarian will leave the music scores untouched for at least 72 hours before a rehearsal and then distribute them in gloves.  Members will be asked not to share music.  Hand sanitisers will be available at both entrances. |  |  |  |
| Someone catches Covid 19 despite the precautions | Risk to the society. Litigation. | Indemnity insurance through Making Music subscription. | Insurance has been re-started following the down-time caused by Covid 19. | Treasurer |  |  |
| Members who do not feel ready to reconnect with others in this way. | Mental health effects. Possible loss of members. | Zoom rehearsals and other on-line activities. | Live-stream of rehearsals?? (May be too costly) | Concert manager(s), Treasurer, Chair. |  |  |

**Proposed Fire Evacuation procedures**

The Society’s committee members are collectively and individually responsible for doing all they can to minimise risks to the health and safety of anyone taking part in or attending rehearsals, concerts and any other events organised by the Seaford Choral Society.

They will ensure they are all familiar with the Fire Safety and Evacuation procedures in force at the Church.

The Chair of the Society will ensure that announcements are made at the start of concerts identifying the emergency exits and the arrangements for evacuating the Church in the event of a fire, including the non-use of the disabled lift.

The committee will identify four stewards for rehearsals with the aim of having at least two present at any particular rehearsal and four stewards who must all be present for each concert. The committee will ensure that stewards are made familiar with fire exits, fire fighting equipment, Assembly Points, evacuation procedures and their responsibilities and have identified the safest and quickest way of clearing the venue. At concerts the stewards will be asked to take on the role of stewarding - one via the front door for most of the audience including all of the balcony - the other via the stairs and out into the courtyard to the left, for audience members seated close by, and for the choir and players. In addition the disabled entrance may be used to evacuate those with impaired mobility. The disabled lift cannot be used in case of a fire.

Stewards will be provided with high visibility vests and torches. The church is responsible for maintaining emergency and exit lighting.

The Chair or Secretary will ensure that announcements are made at the start both of rehearsals or performances in the Church, identifying the emergency exits, Assembly Points, stewards and the arrangements for evacuating the Church in the event of a fire and asking all those present to listen to carefully to any directions given and follow them in an orderly fashion. They will ensure that everyone is made aware of the hazards of exiting the Church via the main door onto Belgrave Road and advised to take particular care in crossing the road onto the pavement opposite.

During rehearsals, the Chair and Bookings Officer will be jointly responsible for ensuring singers are directed safely from the church in the event of a fire. The exits are: the main door onto Belgrave Road, and the stairs down to the floor below then through the Fire Door immediately on the left into the courtyard. In addition, the disabled entrance onto Westdown Road may be used to assist evacuation since it will be kept unlocked during rehearsals. They will ensure that singers are made aware of the hazards of exit via the main door onto Belgrave Road and the need to cross over onto the pavement opposite in order to assemble.

A microphone will be made available to the Chair to make announcements to facilitate the evacuation of singers and audience.

Fire extinguishers should only be deployed where it is safe to do so. Committee members will prioritise the safe evacuation of the building and only attempt to fight the fire where it is safe to do so and likely to limit or slow the spread of fire.

Those committee members preparing the church for rehearsals or performances shall make themselves familiar with the location of escape routes, fire alarm systems and fire fighting equipment and will nominate a fire evacuation steward to take charge of any evacuation and ensure that the appliances and equipment are available for use and that all gangways and exit routes are kept clear of obstructions.

The committee will be responsible for ensuring they are familiar with the church’s hiring conditions covering health, safety and fire procedures.