

## BandSafe 6: Risk Assessment Template

When carrying out Risk Assessment, attention should be given in your environment to the following variables:

1. Activities taking place in an area
2. Specifics of each area
3. Environmental conditions
4. Age of participants
5. Specific needs of participants
6. Ability of participants
7. Equipment available and condition

### Resolving Issues

The following steps must be used in order of priority to help you determine what course of action you should take to resolve situations.

**STEP 1 Elimination** – Can the hazard/problem be eliminated either by removing it or closing down the area?

**STEP 2 Substitution** – Can it be substituted for a new area or new piece of equipment etc.?

**STEP 3 Separation/Isolation** – Make the area safe by sectioning it off and make it an “out of bounds” area.

**STEP 4 Safe Working Procedures** – Develop and implement a safe way of working with the hazard/problem or issue.

**STEP 5 Training, Instruction and Supervision** – Ensure that staff and children are aware of the hazard and that they understand the procedures for dealing with it.

See next page for Risk Rating chart and advice.

## Risk Rating

Risk Assessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating. E.g. A high risk rating of  $5 \times 5 = 25$  would require immediate and careful action.

Assessing the likelihood of a hazard and the severity of outcome is based on the following **severity scale for physical injuries**:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilizing injury or trauma not requiring hospital treatment	Non-immobilizing injury or trauma but requiring hospital treatment	Immobilizing injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life-threatening event

and a likelihood scale for a hazard occurrence:

Likelihood Scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

## Current Control Measures

What is already in place to minimise the risk?

## Further Measures

What can you do that is reasonably practicable to minimize the risk? Think of training, protective clothing or equipment, isolating an area, etc.

**Risk Assessment for INDOOR AREA**  
(complete separate form for each area)

Location Robin Todd Centre Band Room

Date 25/07/19

Completed By Heather Ward

List Activities in this area Band Practice	List Associated Risks
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Hazard and Potential Effect	Risk Rating		Current Control Measures	Further Measures
	Severity	Likelihood		
Tripping hazard – instrument cases	2	3	Advise all players to place cases on tables, under tables, under chairs	Large instrument cases to be placed in band cupboard during practice or on opposite landing
Stacked chairs – possibly sliding/falling	1	1	Chairs stacked between cupboards in corners of room	
Music stands – could fall	1	1	Advice given to players on the correct method to put up	

**Checklist:**

Emergency lighting available

Alarm activation points noted

Fire extinguishers available

Fire doors in good working order and accessible

Fire evacuation procedures and exit signs in place

Bins are available

**Common hazards to look out for in indoor areas...**

- Inadequate lighting
- Liquid spillages
- Tripping hazards near playing area
- Uneven or slippery flooring
- Stacked chairs
- Low level glass (not reinforced)
- Uncovered hot radiators
- General untidiness
- Food boxes stored in warm area
- Lights do not have protective covers
- Finger trap hazard - Door closers not fitted
- Balcony (access must be restricted)



Promoting and supporting English brass bands



**Risk Assessment for OUTDOOR AREA**  
(complete separate form for each area)

Location \_\_\_\_\_

Date \_\_\_\_\_

Completed By \_\_\_\_\_

List Activities in this area	List Associated Risks
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Hazard and Potential Effect	Risk Rating		Current Control Measures	Further Measures
	Severity	Likelihood		

**Common hazards to look out for in outdoor areas...**

- Broken equipment
- Ponds and water hazards
- Harmful or poisonous plants
- Debris, needles, animal faeces
- Liquid spillages
- Subcontracted providers of equipment/services
- Inadequate supervision
- Security of money and valuables
- Tripping hazards
- Age restricted activities and equipment
- Moving vehicles on roads/car parks
- Protrusions from fences and equipment

