

Trowbridge Lions Club Risk Assessment – Choir Night

Risk Assessment No: TLC/FR-11

Activity	Hazard	Whom Affected	L	C	R	Mitigation / Control	Responsible	
Setting up, and clearing away of Church	1. Slips / trips / falls 2. Cuts / trapped fingers 3. Back Strain	A. Setting-up Team B. Church staff	1A 1B 2A 2B 3A 3B	2 2 2 2 2 2	3 3 2 2 3 3	6 6 4 4 6 6	<ul style="list-style-type: none"> • Due care and diligence to be exercised whilst assembling, and disassembling the choir dais • Ensure that the dais is assembled correctly; follow guidance of the Church staff • Correct Manual Handling techniques to be exercised 	Setting-up Team (Team Leader) Church Staff
Setting up, and clearing away, of Church Hall	1. Slips / trips / falls 2. Food contamination	A. Setting-up Team B. Church staff C. The Choir	1A 1B 1C 2A 2B 2C	2 1 1 1 1 2	3 3 3 2 2 3	6 3 3 2 2 6	<ul style="list-style-type: none"> • Due care and diligence to be exercised whilst setting up and clearing away the refreshment facilities • Care to be taken that there is no opportunity for the sandwiches / cakes etc to be contaminated whilst being prepared and laid out 	Setting-up Team (Team Leader) Church Staff
Mid Performance Refreshments	1. Slips / trips / falls 2. Cuts	A. The Servers B. The Choir C. The Support act D. The Public	1A 1B 1C 1D 2A 2B 2C 2D	2 2 2 2 1 1 1 1	3 3 3 3 2 2 2 2	6 6 6 6 2 2 2 2	<ul style="list-style-type: none"> • Due care and diligence to be exercised whilst serving refreshment, ensuring any spillage is cleaned up in a timely manner • Appropriate use of suitable ‘beakers’ • Care to be taken in selecting the site for the Refreshment tables. 	Serving Team (Team Leader)
The Performance	1. Slips / trips / falls	A. The Choir MC B. The Conductors	1A 1B	2 2	3 3	6 6	<ul style="list-style-type: none"> • Ensure that the ‘area of operation’ to be used by the MC and the Conductors are hazard free 	Setting-up Team (Team Leader) Church Staff

Notes:

1. Comply with instructions given by the Church Staff and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available to the ‘Event Leader Lion’ for reference

Key:

R: Scale of Risk (L x C)

L: Likelihood of Hazard occurring		Scale	C: Consequence should the Hazard happen		Scale of Risk	Description	Action
Frequent	Likely to occur many times	5	Catastrophic	National impact / Loss of life	13 – 25	Unacceptable risk	Very high risk (19-25): Must be eliminated or moved to a lower level.
Probable	Likely to occur several times	4	Critical	Major accident / injury			Significant risk (13-18): Approval must be sought before continuing
Occasional	Some times	3	Serious	Serious incident. Lost time injury	8 – 12	Undesirable risk	Must be avoided if reasonably practical. Seek approval to continue
Remote	Unlikely but possible	2	Marginal	First aid accident	3 – 7	Acceptable risk	Can be accepted, provided that the risk is managed
Improbable	Very unlikely / Assume never	1	Negligible	Very Minor. Little consequence	1 - 2	Negligible risk	No further consideration needed