

RISK ASSESSMENT**Concerts**

Concert at:

Party Leader:

Dates of Concert:

Risk Assessment carried out by:

Date of Assessment:

Persons considered in the Assessment:



POTENTIAL HAZARDS	CONTROL MEASURES TO BE CONSIDERED	ESTABLISHMENT SPECIFIC CONTROL MEASURES, ARRANGEMENTS /ACTIONS TO BE TAKEN
1. ENVIRONMENTAL ISSUES e.g. Weather.	<ul style="list-style-type: none"> • Weather forecast checked where appropriate. • Activities programme amended where necessary. 	
2. TRANSPORT e.g. Vehicles, drivers, arrival and departure of vehicles, breakdowns.	<ul style="list-style-type: none"> • Driving hours limited, with back-up driver on long journeys. • Seat Belts used at all times. • Marshalling as group leaves coach, etc. • Appropriate stops for eating and care, arrangements en route. • LEA guidance on transport in private cars, minibuses, and public transport followed. 	
3. EQUIPMENT CLOTHING SUBSTANCES	<ul style="list-style-type: none"> • All clothing appropriate to the location, including the use of weatherproof clothing. • Appropriate footwear worn. • Special equipment checked. • All equipment appropriate to the concert. • Electrical equipment - minor or fatal injury from electrical fire, shocks, trips or falls. 	

<p>4. ACTIVITIES and PROCEDURES e.g. Programme of activities, free time</p>	<ul style="list-style-type: none"> • Detailed programme, including alternatives for bad weather. • 'Free time' arrangements. • Adequate supervision at all times, with a duty rota in place. • Agree standards of behaviour and conduct. • Equipment suitable for activities and abilities of pupils. 	
<p>5. SUPERVISION COMPETENCE DISCIPLINE</p>	<ul style="list-style-type: none"> • Prior assessment of leaders and helpers in relation to the concert, the pupils involved and the activities taking place. • Supervision ratio to keep sufficient check on all the party including accompanying children other than pupils. • Code of conduct issues considered and agreed by all parties. • Adequate staffing numbers available. • Appropriate voluntary helpers used and fully briefed on their responsibilities. • Police check for helpers under the Child Protection Act. 	
<p>6. OVERALL PLANNING MONITORING AND CONTROL e.g. Accommodation</p> <ul style="list-style-type: none"> • Emergency Contacts and Communication • Insurance • LEA Notification • Medical Arrangements 	<ul style="list-style-type: none"> • Only suitable accommodation used and checked for appropriate facilities. Fire precautions and certification checked and a fire drill carried out. • Emergency arrangements include carrying the contact numbers for all the participants, the emergency contact person at the establishment and for emergency services maintained by the leader of the party. • Mobile telephone available for emergency use • Established appropriate emergency contacts with school and parents. • Critical incident procedure functions properly. 	

	<ul style="list-style-type: none"> • Set up effective communication procedures with the group. • Insurance cover checked and parents informed of the limits of cover provided. • Set up effective communication procedures with the group. 	
<ul style="list-style-type: none"> • Parental Information • Research • Special Needs 	<ul style="list-style-type: none"> • Prior approval / notification. • All relevant medical information of all participants. • All appropriate medical arrangements, including first aid equipment available. • Special potential health hazards associated with the site. • Is it necessary to notify parents. Check this document and local policy • Have you provided appropriate information for parents • Meeting with parents • Do you need and have Parents given their consent • Researched the area, site accommodation, company • Pre visit carried out • Full account taken of any special needs involved 	
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