



## RISK ASSESSMENT

**Organisation Name:** The King's Church Wisbech

**Date of risk assessment:** 20<sup>th</sup> April 2015

**Venue being assessed:** Small Hall - Queen Mary Centre, Queens Road, Wisbech, Cambs, PE13 2PE

**Meeting:** Thursday Evening Band Practice

**Location of First Aid box:** Back of Main Hall on wall

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?	Done
Slips, trips and falls eg. Slippery surface, cables on floor, objects on floor etc.	Users of the Hall (music group members, sound technicians and congregation) may suffer injuries such as fractures or bruising if they slip or trip, eg. On spillages or trip over objects / cables.	<ul style="list-style-type: none"> <li>• Be sure to clean up any spillages immediately</li> <li>• Remove any obstructions from walkways (corridor / isle) if possible, or relocate to a safer position</li> <li>• Ensure electrical and sound cables are kept to a minimum.</li> <li>• All musicians / band members to be aware of potential trip hazards and take care.</li> <li>• The building is wheelchair accessible and therefore does not have steps.</li> <li>• Check there are mats provided at entrances to stop rain water being carried in</li> <li>• 'Trip Hazard' sign displayed on door of storage cupboard to remind musicians, sound technicians and multimedia teams of the potential dangers that may exist with cables on the floor</li> </ul>				

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<p><b>Manual Handling</b> eg. Carrying of heavy amplifiers, drum equipment etc.</p>	<p>Elders, sound technicians, band members, multimedia team and congregation members who help pack up may suffer back pain if they try to lift objects that are too heavy or awkward</p>	<ul style="list-style-type: none"> <li>• When lifting heavy objects, follow correct Manual Handling procedures – advice clearly displayed on large poster on storage cupboard door as well as downloadable HSE document ‘Getting to Grips with Manual Handling’ from church website</li> <li>• ‘Lift Heavy Objects Correctly’ sign displayed on door of storage cupboard to remind musicians, sound technicians and multimedia teams and those who set up the hall of the potential dangers of incorrect lifting methods</li> </ul>				
<p><b>Fire</b></p>	<p>If trapped, any user of the theatre could suffer fatal injuries from smoke inhalation / burns</p>	<ul style="list-style-type: none"> <li>• Lead Musician to fill in QMC sign in sheet (and sign out again after the rehearsal)</li> <li>• Fire exits are clearly indicated by signage courtesy of the Queen Mary Community Centre</li> <li>• Check Fire Exits are accessible (unlockable) each week</li> <li>• The Queen Mary Community Centre has working smoke detectors and a fire alarm in place</li> <li>• Locate fire extinguishing equipment provided by the Queen Mary Community Centre</li> </ul>				

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<p><b>Noise</b> Eg. Volume of sound system being too loud / individual instrument amplifiers being too loud / hearing loop being too loud etc.</p>	<p>Serious hearing damage (permanent or temporary) or tinnitus can be caused by exposure to high levels of noise. This damage can happen over a period of time.</p>	<ul style="list-style-type: none"> <li>• If noise (volume) level is judged to be too loud by the Lead Musician will ask people to turn the volume down</li> <li>• Drum kit is not to be amplified electrically as the drums are adequately loud enough acoustically – Bass drum contains sound absorbers within it</li> <li>• Monitor speakers should provide the performers with enough volume for them to hear what they are doing</li> <li>• Hearing protection in the form of disposable foam ear plugs to be available to band members (and congregation members) upon request</li> <li>• Ensure that hearing protection is used properly</li> <li>• HSE advice about Sound and Noise levels available for download from church website</li> </ul>	<p>Inform congregation in newsletter</p>	<p>Secretary (V McChlery)</p>	<p>Continuously</p>	<p>.</p>
		<p><b>FIRST AID</b></p> <ul style="list-style-type: none"> <li>• A qualified First Aider to be present at every main meeting and to be clearly identified by wearing a 'First Aider' badge.</li> <li>• Any accidents to be recorded in the church 'Accident Book'.</li> <li>• Church to consider First Aid training for volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• Discuss possibilities of First Aid training for new volunteers</li> </ul>	<p>Elders (Elders Meeting)</p>	<p>29/04/2015</p>	



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<p><b>Electricity</b> eg. Exposed wires, equipment that is incorrectly connected etc.</p>	<p>Sound technicians, band members, multimedia team, those using the front of house microphone and those using the urn to boil water risk electric shocks or burns from faulty equipment or installation</p>	<ul style="list-style-type: none"> <li>• Any electrical equipment owned by The King's Church Wisbech to have a current PAT test conducted by a qualified electrician and carries the PAT test sticker, and inspected on an annual basis</li> <li>• All repairs to The King's Church Wisbech electrical equipment to be carried out by qualified electrician</li> <li>• All extension leads to be fully extended when in use</li> <li>• Portable equipment checked for visual signs of damage before use</li> <li>• Do not connect or use incompatible items of equipment</li> <li>• Church volunteers informed of responsibility of the safety of any of their own electrical equipment being used as part of a church event – PAT testing offered by church</li> <li>• Residual current devices (RCD) provided should be used when plugging extension cables into mains.</li> <li>• HSE advice about electrical safety for those in bands available for download from the church website</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange for renewal of PAT test</li> </ul>	<p>Lead Musician (M McChlery)</p>	<p>01/05/2015</p>	

**Review Date: 01<sup>st</sup> February 2016** (Or if any major changes occur before review date)