

Concerteenies

RISK ASSESSMENT

Activity: Concerteenies Relaxation Concerts

Location: Highfield Trinity Methodist Church, 2 Highfield Place S2 4UR

Date/Time of Activity: Multiple dates in June–July 2023

Date of Assessment: 15/06/23

Assessment by: Polly Ives (Director) and Hannah Jones (Projects Manager)

Attendees: Parents/carers and babies (pre-crawlers), 1 concert manager and 1–2 professional musicians per event

LIKELIHOOD OF RISK:

- 1 = Very unlikely
- 2 = Unlikely
- 3 = Possible
- 4 = Likely
- 5 = Very likely

RISK

- 1 = Acceptable, no further action needed
- 2 = Adequate, look to improve at next review
- 3 = Tolerable, look to reduce risk
- 4 = Unacceptable, stop activity and make immediate improvements

Identify Hazard	People at Risk	Existing Control Measures	Likelihood	Risk Rating
Fall as a result of a slippery floor surface in the building	Participants, staff	Wet floor signs used as necessary. Staff vigilance to clean up spillages quickly. Adults to be responsible for their own child at all times.	2	1

Trip hazards / obstructions in access routes or event room and kitchen area	Participants, staff	<p>Staff to ensure wires/ cables/ display banners are clearly secured and/or marked.</p> <p>Baby-specific musical instruments are to be used appropriately/ carefully and any notice given to parents when necessary.</p> <p>Staff to ensure that all routes are kept clear at all times.</p> <p>For security, attendees will be encouraged to take their belongings into the performance area, but will be asked to put them to the side of the room where they will be less likely to be a trip hazard.</p> <p>Adults to be responsible for their own child at all times.</p>	2	1
Fire	Participants, staff	<p>Staff trained in fire safety and evacuation procedures in calm and orderly way. Ensure nothing is blocking fire exits.</p> <p>Extra caution if aromatherapy candles are used.</p> <p>Adults to be responsible for their own child at all times.</p>	2	1
Person taken ill on site	Participants, staff	<p>Staff trained as first aiders. Adults to be responsible for their own child at all times.</p>	2	1
Injury to babies when moving around the building and during the session	Participants	<p>Parents to supervise children adequately. Event staff to be vigilant and first aid trained.</p> <p>Adults notified of the staircase and to be mindful of their children. The babies attending these concerts should be pre-crawling, so independent movement should be at a minimum.</p> <p>Adults to be responsible for their own child at all times.</p>	2	1
Child abuse	Children	<p>Relevant staff CRB checked. Accessible Safeguarding Policy implemented. Adults to be responsible for their own child at all times.</p>	2	1
Injury in the kitchen area - burns from hot drinks.	Staff, children and participants	<p>Lids for hot drinks will be provided.</p> <p>The Concert Manager will ensure that the kitchen area is set out correctly to allow attendees to make their own drinks, and will be on hand to make drinks for those who can't make their own. Adults will be encouraged to drink their drinks in the foyer area, where fewer babies will be crawling around, rather than the performance area.</p> <p>Adults to be responsible for their own child at all times.</p>	2	1

Injury to young children with heavy doors	Children	Parents will be notified to take extra caution. Adults to be responsible for their own child at all times.	2	1
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EXTRA COVID-RELATED PRECAUTIONS

Concerteenies refers to official guidance from the Department for Education (currently no official legislations) and the Musicians' Union but is devising its own risk assessments and covid-related informed by our audience members and colleagues. We work in line with the venue's policies and keep informed about any mutual changes. We will update staff, musicians and parents/ carers of any new relevant guidance.

- Audience members and staff are encouraged to wash their hands regularly and antibacterial gel will be provided on arrival.
- Audience members can use the contactless Eventbrite app to show their tickets.
- Adults have the option of making their own drinks to minimise contact. Adults will be reminded to take great care with their drinks, especially around children.
- Audience capacity is restricted to 35 adults to allow attendees to keep distance from other households if they prefer.
- Staff, musicians and families are encouraged not to attend if they have virus symptoms or if they have come into contact with someone who has tested positive for Covid-19.