



Chalford Band – Bandroom Risk Assessment Form

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 and a likelihood scale for a hazard occurrence:

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

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

Rating Bands (Severity x Likelihood)		
LOW RISK (1 – 8)	MEDIUM RISK (9 – 12)	HIGH RISK (15 – 25)
OK to continue.	Continue but implement additional reasonably practical controls.	Stop the activity. Identify new controls. Must not proceed until risk is reduced to Low or Medium.

Event Venue:	Chalford Bandroom
Event Date:	Allotment Grounds, Lynch Road, Chalford Hill, Stroud

A separate form should be completed for each area within the Venue that the Band & Visitors will utilise.



Area:	Main hall				
List Activities in this area and who will be using it:					
Used for rehearsing by the band. Area used by band members, parents, visitors.					
Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Trip hazard from music stands and instrument cases.	1	2	2	Stands erected properly and placed appropriately to allow safe walkway for band members. Instrument cases to be securely and safely stowed away maintaining clear walkways / fire exits.	
Loud noise.	1	3	3	Band members to be arranged an appropriate distance from bells of other instruments. Visitors to be positioned at least 1m away from the band.	
Sudden illness.	5	2	10	Trained first aider normally in attendance. First aid kit available.	
Injuries from manual handling of chairs / setting out chairs.	1	3	3	Members move chairs in a sensible manner and a reasonable number at a time. Chairs stacked no more than 8 high.	
Fire at venue.	5	3	15	Fire exits are clearly signed. All members are made aware of the fire evacuation procedure.	



Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Manual handling of heavy items e.g. large percussion items.	2	3	6	Members obtain assistance when needed.	
Risk of band member and/or items falling when adding or removing items from the overhead storage area above the kitchen.	3	3	9	Members to use a safely assembled ladder/steps when accessing the overhead storage areas. Ideally, two people should help each other with this task.	
Risk from falling objects and equipment stored on high shelving e.g. large mutes	2	3	6	Place items and equipment securely on the high shelving. Members to be careful when reaching and moving items from shelving.	
Risk of members falling when accessing items stored on high shelving.	3	3	9	Members to be careful when trying to access equipment stored on high shelving. Take care if standing on a chair to reach items. Or ask someone taller to get the required item.	
Electrical items e.g. photocopier, vibraphone, CO2 monitor, vacuum cleaner – risk of electrocution.	3	1	3	Committee to regularly carry out checks and ideally PAT testing.	



Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Cabling. Possible trip hazard. (Cabling to vibraphone, CO2 monitor, photocopier).	3	2	6	Cables should use the shortest possible route and avoid walkways if possible. Cables crossing floor areas should be covered. Remind members to be mindful of any cabling.	
Inadequate lighting. Risk of poor and strained eyesight and headaches.	2	2	4	Committee to check lighting regularly to ensure all bulbs are working; and that shades are cleaned.	
General untidiness. Risk from trips or slips.	2	1	2	Main hall to be kept tidy at all times.	
Emergency exits- Risk of possible serious injury if routes are blocked.	5	3	15	All members to ensure that they do not block the marked fire exits.	



Area:	Kitchen				
List Activities in this area and who will be using it:					
Band Members and parents make use of kettles to make hot drinks; and use the dish washer to wash cups and cutlery. Sink can also be used for washing up and cleaning instruments. Under sink cupboards are used to store cleaning materials; and some tools. Crockery and glasses are stored in cupboards above the work surface. Cutlery is stored in the sink unit drawer.					
Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Electric shock from use of kettle.	5	2	10	Committee to regularly carry out checks and ideally PAT testing.	
Scolding from boiling water.	3	3	9	Band members and parents to be careful when pouring hot boiling water; and when carrying hot drinks.	
Scolding from hot tap.	3	3	9	Band members and parents to be careful when using the hot tap.	
Skin irritation or poisoning if misusing cleaning products stored in the cupboard under the sink.	3	3	9	Ensure that young members do not access the cupboard under the sink.	
Risk of cuts if misusing cutlery (knives).	2	2	4	Members to be careful when using cutlery (knives).	



Area:	Storeroom / library				
List Activities in this area and who will be using it:					
Used for the storage of spare instruments, the band music library (in filing cabinets), spare uniforms, vacuum cleaner and other occasional band items. Used by band members.					
Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Manual handling of heavy items.	2	3	6	Members obtain assistance when needed.	
Equipment storage, danger of items falling. This is particularly so of items that are stored in the overhead storage areas.	2	3	6	Members entering this area aware of danger and asked to proceed with extra caution.	
Risk of band member and/or items falling when adding or removing instruments and equipment from the overhead storage areas.	3	3	9	Members to use a safely assembled ladder when accessing the overhead storage areas. Ideally, two people should help each other with this task.	
Risk of open draws in the music library filing cabinets causing possible toppling or presenting a trip hazard.	2	2	4	Music library cabinets to only be accessed by relevant users. Take care when extending the upper filing cabinet drawers. Push drawers back in as soon as music has been found or replaced.	



Area:	Toilets				
List Activities in this area and who will be using it:					
Used by band members, parents and visitors.					
Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Scolding from hot tap	3	3	9	Band members, parents and visitors to be careful when using the hot tap.	
Possible slippery floor from water spillage.	2	3	6	Band members, parents and visitors to be wary of possible wet slippery floor and to take appropriate care.	
Possible injury from entrance door. Anyone opening the main toilet door does not know if anyone is standing directly behind it. Also, the door has a strong closure action.	2	2	4	Band members to careful when opening and closing the main toilet door.	



Area:	Entrance hallway				
List Activities in this area and who will be using it:					
Members, parents and visitors enter and exit the building.					
Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Risk of band member and/or items falling when adding or removing items from the overhead storage area above the toilets.	3	3	9	Members to use a safely assembled ladder/steps when accessing the overhead storage areas. Ideally, two people should help each other with this task.	
Risk of collision and possible injury if several members are entering and exiting at the same time. Particularly if carrying large instrument cases.	2	3	6	Members, parents and visitors to be mindful when using the hallway to enter and exit. Do not block the entrance hallway. Do not try to enter if lots of people are exiting e.g. at the end of a rehearsal.	



Area:	Outside (car park, building surrounds, driveway)				
List Activities in this area and who will be using it:					
Used by members, parents and visitors when parking; disembarking from and entering vehicles; loading and unloading items from vehicles.					
Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Possible damage to other vehicles.	3	3	9	Keep to under 10mph when using the track and car park. Park sensibly. Be mindful of other vehicles. Take care when reversing. The car park lighting to be turned on at night (especially before and after rehearsal times).	
Possible injury to people from vehicles	5	3	15	Keep to under 10mph when using the track and car park. Be mindful of people using the car park. Take care when reversing. The car park lighting to be turned on at night (especially before and after rehearsal times).	
Possible injury when loading and unloading cars	2	2	4	Lift heavy items in a sensible manner. Ask for help if this is needed. Be mindful of boot or doors closing suddenly.	



Hazard and potential effect	Risk rating			Current control measures	Further measures
	Severity	Likelihood	Rating		
Inclement weather conditions. Risk from icy or waterlogged surfaces.	3	3	9	Everyone using the car park to be aware of possible slips or trips in inclement weather conditions. Particularly in Wintry, icy or wet conditions.	
Possible injury risk from litter and dangerous items left around the building e.g. broken glass, broken bottles, cans, needles etc	3	2	6	Dangerous items may have been left by members of the public – particularly at the rear and side of the building. Members should not walk around the building, particularly in the dark. Committee to regularly check for and clear dangerous litter items.	



This policy was last reviewed on: 31st July 2025

Signed: Derrick Witts - Chairman

Date: 31st May 2023

This policy will be reviewed **biennially**.

<u>Version</u>	<u>Date</u>	<u>Comments</u>	<u>Changes</u>
01	31/05/2023	Document created	None
02	31/07/2024	Document reviewed and updated	Rating bands explanation added to page 1; and Rating column added to all tables
03	31/07/2025	Document reviewed and updated	Last review date changed to 31/07/2025; review period changed to biennially