**EVENT/DATE**  ………………………………………………………. **ORGANISER ………………………………………………………………….**

PERSONS AT RISK SEVERITY OF OUTCOME PROBABILITY OF OCCURRENCE

(Score) (Score)

A ATTENDEES (1) NO INJURY (1) INSIGNIFICANT

B COMMITTEE (2) MINOR INJURY (2) REMOTE

C CHILDREN (Under 16) (3) 3 DAY INJURY (as defined by RIDDOR) (3) POSSIBLE

D GENERAL PUBLIC (4) MAJOR INJURY (as defined by RIDDOR) (4) FREQUENT

(5) FATALITY (5) REGULAR

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | **Hazard** | **Persons At Risk** | Action Proposed | Action Taken | Risk Group | Severity | Likelihood | TotalRisk | Acceptable |
|  | **NOISE** |  |  |  |  |  |  |  |  |
|  | Excessive exposure to noise | A,B,C | Workshop attendees do not make loud sounds near to anyone’s ear. |  | A, B D | 2 | 2 | 4 | yes |
|  |  |  |  |  |  |  |  |  |  |
|  | **MOVING AND HANDLING** |  |  |  |  |  |  |  |  |
|  | Moving or handling activities | A,B,C | Anyone involved in setting up and setting down equipment (ie tables, chairs and stands) or moving pianos or other large instruments, are fully instructed and supervised in the correct procedures to follow |  | B,  A,C | 4  4 | 3  2 | 12  8 | yes |
|  |  |  |  |  |  |  |  |  |  |
|  | **TRIPS & SLIPS** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | FIRE HAZARDS |  |  |  |  |  |  |  |  |
|  | Emergency access routes becoming blocked | A,B,C, D | Make sure nothing is placed in front of emergency exits |  | A,B,C,D | 3 | 2 | 6 | yes |
|  | Emergency exits not accessible | A,B,C,D | Make sure all fire-exits are unlocked and accessible |  | A,B,C,D | 3 | 2 | 6 | Yes |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | **Hazard** | **Persons At Risk** | Action Proposed | Action Taken | Risk Group | Severity | Likelihood | Total **Risk** | Acceptable |
|  | COVID |  |  |  |  |  |  |  |  |
|  | Transmission of Covid from positive attendee | A,B,C,D | **Turn away anyone who should be self-isolating**  Ask participants to do their own health assessment and stay away if:  - they have symptoms / feel unwell  - tested positive (PCR or Lateral flow)  - have been told to self isolate  - someone they have close contact with has tested positive  - are quarantining after a visit abroad |  | A,B,C,D | 4 | 3 | 12 | Yes |
|  |  |  | |  | | --- | | **Provide adequate ventilation**  Doors and windows kept open as much as possible | | Room ventilated before start and during breaks | | Regular breaks (every 60 minutes) | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |