

Draycott and Church Wilne Parish Council Band Concert - Risk Assessment

Sequence:

Draycott and Church Wilne Parish Council in conjunction with 1st Draycott and Wilne Scout Group will host the annual band concert on Sunday 3rd July at the Leisure Green in Draycott from 2.00pm – 4.00pm. Erewash Borough Council arrange for the band. The council take responsibility for the placing of chairs for the band and marshalling the event. 1st Draycott and Wilne Scout Group provide refreshments served from the Scout Hut on the Leisure Green. If the ground or weather is not suitable for an outdoor event – the concert will be cancelled – this decision will be made on Friday 1st July in conjunction with the Scouts, EBC and Parish Council)

First Aid:

A qualified First Aider will be at the Event wearing a hi vis vest – all marshals (councillors) will be informed of the name and mobile phone number

Activity	Potential Hazards	Risks posed	Control Measures	Risk Level High (H), Medium (M), Low (L)	Additional measures
Injury whilst preparing drinks and food in the Scout Hall	Kitchen / electrical equipment	Injury to Scout group volunteers by fire or accident relating to the use of electrical / kitchen equipment	a) Ensure that all electrical appliances are Annually PAT tested. b) Ensure that all volunteers are instructed on how to use equipment (urns, kettles, sharp knives)	L	Qualified first aider to be present at the event

Draycott and Church Wilne Parish Council – Band Concert 2022 Risk Register (in conjunction with 1st Draycott and Wilne Scout Group)

April 2022. Next Review April 2023

Activity	Potential Hazards	Risks posed	Control Measures	Risk Level High (H), Medium (M), Low (L)	Additional measures
Emergency situation / procedure	Requirement of emergency services whilst the concert is taking place	Injury to persons by the vehicle	All councillors to have a mobile phone and contact details provided to all co-ordinators of the event All councillors to be aware of the nearest vehicle access First Aider to be present Knowledge of emergency numbers	L	Qualified first aider to be present at the event
Slips / Trips or injury	Attendees may slip, trip or fall	Injury	Check conditions underfoot – barrier off any areas of concern Have a first aider present	L	a) Ensure that any spills are cleared up as soon as possible b) Ensure that any trailing cables are marked or covered for safety. c) Ensure that all chairs are stable and in good condition d) be aware of location of First Aid Box e) Ensure all volunteers know who the nominated first aider is and their location

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April 2022. Next Review April 2023

Activity	Potential Hazards	Risks posed	Control Measures	Risk Level High (H), Medium (M), Low (L)	Additional measures
Adverse weather conditions	Ice, snow, debris blowing, rain, lightening	Slips and trips, injury	Check Conditions 2 days prior to event including forecast	L	Joint decision to be made by the Councillors and Scout Leaders. IF ADVERSE WEATHER CONDITIONS ARE FORECAST, THE EVENT WILL BE CANCELLED ON THE 1st JULY 2022 and the Band / EBC notified
Work in the Kitchen	General kitchen hazards	Injury	Ensure that only scout group volunteers have access to the kitchen	L	

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 April 2022. Next Review April 2023

Activity	Potential Hazards	Risks posed	Control Measures	Risk Level High (H), Medium (M), Low (L)	Additional measures
Access to Scout Building	Blocking of entrances and exists	Injury	Ensure that all entrances and exits are not obstructed. Ensure that all entrances and exits are clearly marked	L	
Setting up and clearing away the chairs	Tripping / falling / weight of items being carried	Injury	Ensure that all volunteers carrying chairs / tables do so in a safe manner. Provide manual handling guidance	L	
Consumption of Food and drinks	Contaminated food and drinks	Food poisoning / illness	Ensure that food is prepared safely and hygienically and that the kitchen is left in a clean and tidy condition	L	

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April 2022. Next Review April 2023

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Viewing the concert	Not being able to see / litter / dog fouling	People blocking others views / injury	Ensure that enough seating is available for the public Ensure that the grassed area is tidy, litter and dog poo free	L	Ensure that the Leisure Green grass has been cut the week before. Inspect the area for litter and dog poo prior to setting up
Band	Not enough space or seating	Not being able to play / damage of instruments	Ensure that there is enough seating for the band and that they have a storage area for their instrument cases that is safe whilst playing	L	
Traffic / Car park	Accidents from moving vehicles	Injury by a moving vehicle	Ensure that the public and volunteers are aware of the car park. Ensure that a councillor is monitoring the movement of vehicles during the band concert (including set up and take down)	L	

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