

Health & Safety Risk Assessment

Reviewed by Sarah Beazley, November 2017. - Next Review: November 2018



Hazard	Risk	Action to reduce risk
Fire	Death or burns	<p>Understand and follow the safe fire escape procedures for rehearsal or concert venues.</p> <p>Carry out safety audit of rehearsal and concert venues to verify fire safety provisions are in place.</p> <p>Keep 'roll call' records for orchestra attendees at rehearsal and concert venues in event of evacuation (attendance sheets).</p> <p>Record audience numbers at concerts.</p>
Carrying, lifting & moving heavy instruments or equipment. (e.g. Music stands)	Back problems Muscle strain Injury from falling over / tripping up	<p>Carrying kept to a minimum by storage being close to area of use</p> <p>Bend knees not back when picking up heavy instruments/equipment.</p> <p>No load >25kg to be lifted by any individual – additional help to be requested.</p> <p>Trolley to be used for heavy boxes.</p> <p>Players are responsible for their own safety. Those with known back/muscular problems to ask for help.</p>
Making hot drinks	Scalding / burns Slips	<p>Children not allowed in kitchen at rehearsal or concert venues.</p> <p>Tea urns & kettles are not to be carried if they contain boiling water.</p> <p>Tea and coffee pots to be carried with lids on and with care.</p> <p>No hot drinks to be made in disposable plastic cups.</p> <p>Spillages to be mopped up immediately.</p> <p>Individuals are responsible for their own safety and sensible behaviour is required and encouraged.</p>

Health & Safety Risk Assessment

Reviewed by Sarah Beazley, November 2017. - Next Review: November 2018



Hazard	Risk	Action to reduce risk
Tripping hazards (e.g. trailing cables, instrument cases, steps)	Injury from falling over or tripping up	Trailing cables to be avoided or covered to prevent hazard. Instrument cases and other items to be stored away from access routes. Steps at concert venues to be clearly identified and orchestra members to be alert to these.
Car Park	Slips / trips Pedestrian injury Insufficient access for emergency vehicle	Rehearsal and concert venues to be checked for adequate car park surface, lighting and pedestrian access in safety audit. Orchestra members must maintain emergency vehicle access to rehearsal and concert venues by not parking inconsiderately.
Players hitting each other, i.e. with bows or elbows	Physical injuries, eye damage etc.	Players spaced as far apart as practicable for playing. Individuals are responsible for their own safety and sensible behaviour is required and encouraged.
Repetitive Motion	Repetitive Strain Injury, also known as tenosynovitis. Also so-called "tennis elbow"	This is a medical condition, well known to affect musicians. It is imperative that players take a break after 1½ hours. Warming up before heavy playing is also recommended. Players are responsible for their own welfare and must understand if they have a predisposition for the condition. Strenuous musical parts can be discussed with the Musical Director and all playing is voluntary.
Noise	Risk of ear problems, i.e. burst eardrums, deafness etc.	"Loud" instruments placed as far to back of hall as practically possible and elevated if venue allows this. In this way, "direct" sound is minimised, instead going over the top of the rest of the orchestra. Spacing between loud instruments and players where practicable. Players are responsible for their own welfare. Those feeling affected by noise, or who are exposed to noise regularly should consider noise reduction measures such as earplugs or acoustic screens.

Health & Safety Risk Assessment

Reviewed by Sarah Beazley, November 2017. - Next Review: November 2018



Hazard	Risk	Action to reduce risk
Electrical Safety	Electrocution	<p>Rehearsal and concert venues are responsible for electrical safety certification of buildings and equipment therein.</p> <p>No temporary electrical equipment is needed for rehearsals.</p> <p>If orchestra members bring electrical equipment they are responsible for checking electrical safety regularly and before use.</p> <p>Any temporary electrical devices required to be used by the orchestra for concerts shall be advised to the Concert Manager who will check that an inspection has been carried out.</p>