

Event Specific Risk Assessment – All Visits 2017

Venue Various in Sheffield Activity/
visit location Ensembles events – including concerts, workshops, rehearsals etc.

DATE(S): September 2019- Aug 2020

Describe the Benefits/Aims:

As part of a risk/benefit analysis, the benefits and aims of the activity should be recorded.

To provide performance opportunities for our ensemble members to expose them to playing in front of an audience, build up their confidence and showcase to families, friends and the community what is achievable. Workshops provide learning opportunities to increase their musical knowledge and vary their experiences. Bring enjoyment to all involved.

GENERIC RISK ASSESSMENT. Which generic risk assessment(s) have you referred to and **ADAPTED** in respect of this visit/activity? Generic Risk Assessment 1
Use this Risk Assessment to complete the 'Event Checklist'. The 'Event Checklist' and information letter should be shared with all staff and volunteers who are assisting

In the event of an emergency, contact -

Principal SMH Lead in the venue

Ensure there is one person in the venue that is the lead and can be called upon for guidance in an emergency.

Music Hub Managers and Safeguarding Team

DSL – Judith Ennis 07790374498

DSD – Robin McEwan 07891569624

DSD – Ian Naylor 07989258886

All managers' work and personal numbers must be saved into the lead person's phone for the event of an emergency.

*If the event is during work hours (9am-5pm) please contact the Music Hub office or a manager on their **Work Phones**.*

*If the event is out of hours please contact managers directly on their **Personal Numbers** if needed.*

- **If your event is taking place during normal ensemble times then please contact the on call safeguarding staff member for that day: Mondays Judith 6-8pm, Tuesdays Judith 5:30-9pm, Wednesdays Robin 4-8pm, Thursdays Ian 4-9pm**
- **If one of the above staff members is attending the event then they will be on hand to offer support.**
- **If none of the above is attending your event (and it is out of normal ensemble hours) please ensure you have spoken to the Safeguarding Team in regards to who will be the safeguarding contact for that event and that they are aware you may contact them on that date during a specific timescale.**

Lead First Aider in the venue

Ensure there is a first aid kit (including accident forms) and a designated lead first aider. All ensemble leaders should be first aid trained, check with the Music Hub Operations Team to confirm this.

If the event is not organised/lead by the Music Hub, and you are performing at an other organisations event, ask for their first aid procedures.

School/Venue Contact

Ensure you have a full name and contact number of someone at the venue who will be available during your event in case of an emergency.

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Staff members and volunteers

All Music Hub staff, Accredited Music Teachers and official Music Hub volunteers should hold an enhanced DBS that was raised within the last 3 years. You can check this with the Music Hub Operations Team or by asking to see their ID badge which will contain their DBS details.

Wherever possible volunteers should not be left in charge of a group, they are there to assist the Music Hub staff in running events and should not be in sole charge of a group.

Non DBS volunteers can assist but must be given roles front of house (e.g. ticket sales, refreshments etc.) and not backstage with the performers.

Details and timings

Ensure you detail on your information letter who is responsible for the performers and during what times. An itinerary should be included along with drop off and collection information. Ensure you have allocated breaks for staff and volunteers (if required) and that parents/carers are advised if food and drink is required to be brought.

As an example for timings:

Staff arrive:

Staff briefing:

Performers arrive:

Performers briefing:

Break times:

Concert time:

Audience arrives:

Performers collected:

Email the letter and provide hard copies to parents/carers and event staff/volunteers as soon as you can but at least 6 weeks before the event.

Event specific observations: All of the staff should be familiar with the venue and the lead must ensure a tour is provided for any who aren't (or delegate this task). The staff member responsible for the volunteers must meet with them on arrival to provide a briefing, which should include a tour. All staff and volunteers need to take extra care when welcoming and caring for young people and the audience to ensure they are safe in the building. If the building is a public space you must be aware that people outside of the activity will be in the public areas. The rooms we use should be secure and for our access only.

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<i>Describe the Hazard</i>	<i>Control Measures that reduce the risk to an acceptably low level.</i>	<i>Any additional information?</i>
Start of day –sign in process	<p>All groups to have the following:</p> <ol style="list-style-type: none"> 1. Register 2. Emergency contact details 3. Medical information <ul style="list-style-type: none"> • Ideally someone other than the group leader will hold all of the above information but they need to be easily accessible and the location of the documents known at all times. • Usually these documents will be kept on the sign in desk but they must not be left unattended. In the event of an emergency the person must be easily locatable. 	
End of day – sign out process	<ul style="list-style-type: none"> • We will not mark children off the register however they will be asked if they can see their parent/carer and can only leave when we are sure they are leaving with an appropriate adult. • The dismissal procedure will be announced by the compère before the end of the concert and families should be encouraged to depart promptly once children have been collected. If there are multiple groups then dismiss them at staggered times. • If a situation arises during ensemble/twilight/event (not during school hours), please follow the protocol below report all concerns and seek advice directly from the Music Hub DSL/D whether that is on the day or the next day as appropriate for the need. <p>If a child/ young person are not picked up, please follow the protocol below:</p> <ol style="list-style-type: none"> 1. After 10 mins of the finish time, the director for the group will contact the parents/ carer by telephone. Please try multiple numbers as the parent/ carer maybe driving. The director/ volunteer will leave a voice mail enquiring on the situation. Do request for a return call within the next 10 mins and provide your contact number. 2. If there has been no communication or update from a parent/ carer within 20 mins of the finish time – please call back again. “Hello, this is X from Sheffield Music Hub. Could I ask that you contact me in the next 10 minutes as we are concerned that you are ok as x hasn’t been picked up? As per our policy, I will be contacting Social Care in the next 10 mins. My telephone number is X.” 	

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	<ol style="list-style-type: none"> 3. If a child is not collected within 30 mins of the finish time, the director will contact Sheffield Children/ Young Peoples' Social Care on the out of hours number (Tel. 0114 2734855). Please make the Safeguarding person listed below aware of this situation. 4. If Social Care, do not pick up – please contact 999. Please make the Safeguarding person listed below aware of this situation. 5. If a member of the SMH requires immediate support, contact a member of the management team. 	
Illness / injury	<ul style="list-style-type: none"> • Preferably at least 1 staff member First Aid trained. • Staff to know how to call emergency services. • Young people and parents are reminded to bring individual medication and this is kept securely. • First aid equipment carried. • Mobile phones carried if available. • Emergency contact details for Music Hub Managers stored in phone and students emergency contact details held with person signing in. • Where possible a staff member/volunteer should support staff in case of serious illness/injury. 	
Special needs of specific young people – medical, behavioural	<ul style="list-style-type: none"> • Medical details of each student are detailed with the ensemble register, ensemble leaders should already be aware of any additional needs and adapt their surroundings and rehearsals are required. 	
Fire / Incident that requires Emergency Evacuation	<ul style="list-style-type: none"> • Event leader to familiarise themselves with the venues evacuation process and muster points. This is to be detailed on the 'event checklist' form and talked through in the staff briefing (either before or on the day of the event). • Event leader to walk through evacuation routes and muster point with staff/volunteers that are unfamiliar with the venue. • When students arrive, the staff member in charge of their group (as there may be several groups) should explain the evacuation procedure and show the group their exit route and muster point 	
A child is lost	<ul style="list-style-type: none"> • If a child goes missing we will send 1 member of staff to do a sweep of the building while another informs a member of staff at the venue of the problem. • If there is no success here, after 10 minutes (or an appropriate time to scan the full building) we will try to contact the child's parents to see if they have taken the child themselves. • If there is no reply or the parent doesn't have them we will then contact a member of the 	

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	<p>management team who will advise on the phone or if necessary come to the venue.</p> <ul style="list-style-type: none"> • If there is still no news after 20 minutes we will inform the police and we will continue to keep contact with parents and the safeguarding lead. • If the need is more urgent some of these steps may be bypassed - this decision will be made by the Event Lead. 	
Safeguarding children – public, volunteer helpers	<ul style="list-style-type: none"> • Brief performers on appropriate interaction with members of public. • Ensure volunteer helpers are never in charge of a group without direct supervision unless DBS checked. • Performers are not to move around the building alone. • Younger performers must go to the toilet in pairs to avoid getting lost. • Older performers may be able to go to the toilet at the discretion of the relevant adult. In either case, it must be made clear that they must go straight to the toilet, and return promptly to join the group. • Ensure children have a designated area to change clothes in, if this is required. • If there are other groups sharing the venue, keep our performers in our designated areas as much as possible. 	
Overcrowding	<ul style="list-style-type: none"> • Assign each group a holding room that has appropriate space for their members and equipment. • Open audience doors in plenty of time for them to be checked and seated (this may vary depending on size of venue and audience numbers) • Be aware of the fire regs numbers for the venue – this must be able to accommodate performers, staff, venue staff and audience members. • If possible the performers should be able to watch the concert, but only if space allows this to happen comfortably. 	
Leaders' own children	<ul style="list-style-type: none"> • If staff or volunteers' families attend a group, pupil supervision must not be compromised • Staff children are similar age to group and supervised with young people <u>or</u> separate supervision must be arranged 	

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Weather	<ul style="list-style-type: none"> • If inclement weather causes the cancellation of an event, the Music Hub has emergency contact details for all families, and we will endeavour to contact families directly. Each ensemble director will be responsible for contacting the performers in their own groups. • Notices will be put on the Music Hub official Facebook and Twitter sites, as well as our website. • If the venue is overly warm ensure performers are not standing unnecessarily, are not wearing thick clothing (especially under stage lighting) and have water with them (or nearby) for regular water breaks. • If performing outside and the weather is hot, keep playing to a minimum and in the shade where possible and follow the above advice. 	
Loading/unloading into the venue and moving equipment	<ul style="list-style-type: none"> • Event lead is to designate someone to be responsible for loading and unloading the van (who have undertaken the SCC manual handling course). • It may be required that staff members are to be available to load and unload the van – the event lead must take this into consideration and ask staff members before the event in case of any medical issues preventing them from assisting. • The person responsible for the stage crew must ensure that they do not carry equipment on their own if the weight is excessive. 	
Loud music/noise	<ul style="list-style-type: none"> • Concerts/events are not loud for long periods of time. There are usually set changes and intervals that break up the noise. • Consideration must be given to the position of loud instruments (in particular percussion and brass) in relation to the other players/audience and adjustments to be made as necessary (e.g block of seating areas not to be used, move players seating positions). • In ear defenders to be available at events/rehearsals for players if requested. 	

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ON-GOING RISK ASSESSMENT. Remember to assess the risks on the day and during the activity, many factors can change. Have an alternative activity (plan B) available and risk assessed in case it is needed (see above). Do not hesitate to alter or abandon the activity if the risks on the day become unacceptable.

PLAN B – What will you do if you need to cancel/rearrange?

EMERGENCY PLANNING. What are your arrangements for dealing with an accident or serious incident?

- Assess situation and injury, first aid kit available if needed, contact appropriate authorities and parents
- Safeguard the uninjured members of the group
- Attend to the casualty
- If necessary, inform the emergency services
- Once the situation is under control and everyone is safe contact the LEA critical incident response team.
- Sheffield Music Hub First Aiders are available all day
- In response to a critical incident **after** initial control measures have been put in place you **MUST** contact the LEA critical response team for advice on how to proceed. They will help with liaising with all parties including emergency services, parents, students etc.
- LA Critical Incident Response Telephone Number: **Leah Barrett 0114 2734767 mob 07711 799131**
- Tell the staff involved to prepare a written report noting events and times. Inform the LA's Health & Safety Advisers on Tel: 0114 2734082 who will advise on reporting procedures. Accident report forms should be completed and, in the event of serious injuries or a fatality, the Health and Safety Executive should be informed within 24 hours.
- Whilst in venue follow their procedures and follow instructions to assembly point.
- In the event of a fire all children will stay together and a register check will be taken once we are clear of the building. In case of any emergency during the day emergency home contact phone numbers are available.

SHARING RISK ASSESSMENT INFORMATION. How will you share risk assessment information with staff/volunteers involved?