

PCS RISK ASSESSMENT - CONCERTS

Activity being assessed:	PCS concert				
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage the risk?	Action by whom/when?	Done
Car parking	Marshalls, members of choir and members of audience. Risk of collision.	Marshalls stop cars as they arrive and direct to parking place. Marshalls wear High Visibility jackets and use torches when necessary. Members of PCS and band players encouraged to park in Drake car park and car park at back of chapel to ease congestion. Coned off area near entrance for people with disabilities.	On-going monitoring of safety issues. If there are issues that cannot be rectified on the night these will be considered at the next committee meeting. <i>Extra care to be taken in the case of snow/ice. Salt/grit to be used if available.</i>	Marshalls co-ordinated by CC and college staff member.	
Choir taking their seats on staging.	Members of the choir. Risk of trips, falls and injury.	Members of the choir are seated in an organised fashion in lines coming onto the stage from the side. They are reminded not to have large handbags which may be a tripping hazard and to take very great care. The staging and position			

PCS RISK ASSESSMENT - CONCERTS

		of chairs will have been checked during "setting – up".			
Slips, trips and falls	Members of PCS, audience and visiting soloists and orchestra members. Risk of falls and resulting injuries.	Ensure pathways, floors and entrances are clear and unobstructed. Areas are well-lit. Any cables to be taped down to the floor and not left loose.	Any safety issues noted that PCS are unable to rectify to be reported to maintenance team at Pangbourne College for their information. Keep entrance as clear as possible in case of snow.		
Fire	Members of PCS, audience and visiting soloists and orchestra members. Risk of injury/death.	Ensure all fire escapes are kept clear. Announcement at beginning of concert to audience members identifying location of fire escapes and extinguishers. Chairs to be removed from rows to accommodate wheelchair users.	If emergency services are required, post code of chapel is RG8 8LA.		
Illness/accident/injury	Members of PCS, audience and visiting soloists and orchestra members.	Ensure that a named first aider is on site. Announcement at beginning of concert identifying first aider and where they can be located.	If emergency services are required, post code of chapel is RG8 8LA. Nearest hospital : RBH Craven Road Reading		

PCS RISK ASSESSMENT - CONCERTS

			RG1 5AN First Aider: to be named for each concert		
Toilets	Toilets are available in Chapel (disabled) and in Mess Hall.				