

RISK ASSESSMENT – SETTING UP STAGING AND SEATING

Activity being assessed:	Setting up in Chapel for concert CC = Christine Chalmers (Concert Manager)				
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
		All members of PCS to sign in at Reception on arrival at Pangbourne College.			
Collisions with vehicles	Students and staff at Pangbourne College Members of PCS	Follow all speed restrictions. Park where Pangbourne College ask us to and with care and consideration to others			
Slips, trips and falls.	Members of PCS setting up team. Risk of injury.	Ensure pathways, floors and entrances are clear and unobstructed.	Trained first aider to be present if possible		
Lifting, installing and dismantling staging.	Members of PCS setting up team. Members of choir. Risk of injury.	Members of team to be reminded not to lift anything that they feel might be too heavy for them and to bend knees whilst lifting. 4 person lift for larger items. Use trolleys whenever possible to transport staging. Staging to be checked before chairs are put on it.	If emergency services are required, post code of chapel is RG8 8LA. Nearest hospital : RBH Craven Road Reading RG1 5AN	CC co-ordinating team and issuing reminders.	
Lifting chairs.	Members of PCS setting up team. Risk of injury.	Members of team to be reminded not to lift anything that they feel might be too heavy for them and to bend knees whilst lifting. Staging is terraced so care must	If emergency services are required, post code of chapel is RG8 8LA. Nearest hospital : RBH Craven Road	CC co-ordinating team and issuing reminders.	

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		be taken when positioning chairs at different levels. Use trolleys where possible to transport chairs. Position of chairs on staging to be checked.	Reading RG1 5AN		
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