

Denmead Brass – Risk Assessment Guidelines

When carrying out Risk Assessments, attention should be given in your environment to the following variables:

1. Activities taking place in an area
2. Specifics of each area
3. Environmental conditions
4. Age of participants
5. Specific needs of participants
6. Ability of participants
7. Equipment available and condition

Additional risk assessments will be carried out for the purpose of infection control (e.g Covid-19) for each venue or situation we meet in, and will follow the latest guidance given by the UK Government and Brass Band England.

Identifying the Hazard and Potential Effect

Common hazards to look out for in indoor areas...

- Inadequate lighting
- Uneven or slippery flooring
- Uncovered hot radiators
- Lights do not have protective covers
- Liquid spillages
- Stacked chairs
- General untidiness
- Finger trap hazard - Door closers not fitted
- Tripping hazards near playing area
- Low level glass (not reinforced)
- Food boxes stored in warm area
- Balcony (access must be restricted)

Fire Safety Checklist:

- Emergency lighting available
- Alarm activation points noted
- Fire extinguishers available
- Fire doors in good working order and accessible
- Fire evacuation procedures and exit signs in place
- Bins are available

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Common hazards to look out for in outdoor areas....

- Broken equipment
- Ponds and water hazards
- Harmful or poisonous plants
- Debris, needles, animal faeces
- Liquid spillages
- Subcontracted providers of equipment/services
- Inadequate supervision
- Security of money and valuables
- Tripping hazards
- Age restricted activities and equipment
- Moving vehicles on roads/car parks
- Protrusions from fences and equipment

Risk Rating

Risk Assessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating. E.g. A high risk rating of $5 \times 5 = 25$ would require immediate and careful action.

Assessing the severity of outcome is based on the following scale for physical injuries:

Severity Scale	Likely injury
1	Minor non-immobilizing injury or trauma not requiring hospital treatment
2	Non-immobilizing injury or trauma but requiring hospital treatment
3	Immobilizing injury or trauma requiring hospital treatment
4	Severe injury or trauma requiring urgent hospital treatment
5	Very severe life- threatening event

Assessing the likelihood scale for a hazard occurrence is based on the following scale:

Likelihood Scale	Hazard occurrence
1	Highly unlikely
2	Unlikely
3	Possible
4	Likely
5	Very likely

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Current Control Measures

Describe the measures already in place to minimise the risk?

Further Measures

What can you do that is reasonably practicable to minimize the risk? Think of training, protective clothing or equipment, isolating an area, etc.

Resolving Issues

The following steps must be used in order of priority to help you determine what course of action you should take to resolve situations.

1. Elimination – Can the hazard/problem be eliminated either by removing it or closing down the area?
2. Substitution – Can it be substituted for a new area or new piece of equipment etc.?
3. Separation/Isolation – Make the area safe by sectioning it off and make it an “out of bounds” area.
4. Safe Working Procedures – Develop and implement a safe way of working with the hazard/problem or issue.
5. Training, Instruction and Supervision – Ensure that staff, volunteers, band members (children and adults), and, if necessary, members of the public, are aware of the hazard and that they understand the procedures for dealing with it.