

Risk Assessment

Event title, date, time Big Christmas Wind Orchestra & Choir – 2024 Event Sunday 15th December Kings Cross, London N1C 4AB 1pm- 4pm

Organisation responsible for event Big Christmas Wind Orchestra & Choir
Description of event Annual mass-participation event involving a large number of musicians coming together to form a mass wind orchestra and choir. Performance in an open air public space with open access for public to come and listen. Charity collectors will be present during the event.

Who is affected? <input type="checkbox"/> Staff/Volunteers <input type="checkbox"/> Public <input type="checkbox"/> Contractors	Others: <u>Event Participants</u> _____
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Description of hazards / risk	Severity 1- 5	Likelihood 1 - 5	Risk Factor S x L =	Risk before precautions have been taken
1. Many people in confined space with chairs stands – slips/trips/falls	3	3	9	Normal
2. Loud noises from instruments in close proximity other people	2	3	6	Normal
3. Fire/Terrorist Attack/Major incident requiring evacuation	5	1	5	Normal
4. Cold/wet weather causing illness	3	4	12	High
5. Tiredness/strains due to excessive and continuous repetitive movements	2	2	4	Normal

Recommended precautions in place 1. Ensure adequate space left between rows of chairs. Make a detailed seating plan, and attempt to fill seats in a safe manner, avoiding people walking over each other's paths where possible. 2. Evaluate weather conditions on the morning of the event – if weather appears to be torrentially wet or icy, consider cancellation on the grounds of participant safety 3. Ensure sufficient distance between rows maintained to reduce proximity between instruments. Provide advice to participants on the dangers of hearing damage. 4. Liaise with venue management to ensure awareness of evacuation plan. Have a briefing on the day with security staff, and ensure a chain of communication is established between event organisers and venue staff. All volunteers to be aware of evacuation plan, and all volunteers to be alert to suspicious and unusual activity 5. Refer to material provided by venue managers to become familiar with plans for major event safety. 6. Provide information to all participants encouraging warm clothing, and send reminders to this effect. Provide multiple email reminders, and use social media. 7. Check with participants at registration that they are dressed appropriately for extreme cold weather - if they are not, advise them to leave the event to take breaks in warm places, or even tell them not to participate.

8. Ensure a first aid kit is available and event organisers with first aid knowledge are present throughout event. Refer upwards to NHS services for all situations beyond first aid ability of the event team.
9. Schedule a refreshment and facilities break during the performance, and ensure several smaller breaks are taken between pieces. Encourage effective warm up and cool down activities to avoid muscle strain

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Assessed by Adam Funnell	Position Chair of Board of Trustees	Signed electronically AF	Date 6/10/2024
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Likelihood:	Unlikely 1	Possible 2	Quite possible 3	Likely 4	Very likely 5
Severity:	Negligible 1	Slight 2	Moderate 3	Severe 4	fatality or major 5

Risk Category
Low 1 – 3
Normal/acceptable 4 – 10
High 11 – 18 improve if possible
Unacceptable 19 + further action required