



## Risk Assessment for Performance and Set-Up at Mayfield Parish Church

**Date:** 24/01/2026    **Completed by:** Steve Swanton    **Review Date:**24/01/2027

Note:

Severity (S):            1 = slightly harmful.   2 = harmful.   3 = extremely harmful.

Probability (P):        1 = highly unlikely.   2 = unlikely   3 = likely

Risk Level (RL): = Severity + Probability: 2 = trivial. 3 = tolerable. 4 = moderate. 5 = substantial. 6 = intolerable.

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
<b><u>PERFORMANCE</u></b>									
Fire	Performers (choir, soloists, orchestra) and audience	Injury, death	3	2	5	All exits have battery powered green lit 'running man' exit signs in case of emergency. Designated Stewards, identified with Stewards Badges, (and carrying torches) are seated near each exit. They visually check that access to each exit is clear and that the doors are unlocked. Stewards will also be made aware of the presence and operation of fire extinguishers in their area.  <b>In the event of a fire being detected</b> , the Chief Steward will take the decision to evacuate the venue and call the Emergency Services. He will also inform the audience what is happening using the sound system. Alternatively the fire bell will be sounded. The Fire Stewards will direct people out of the venue to either the nearest open space to function as a muster point, or to return home.	3	1	4
Slips and Trips	Performers and audience	Injury	2	2	4	Any cables will be securely taped down or hidden away. Steps to be highlighted where they might not be obvious.	1	2	3

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
Electrical failure	Performers and audience	Falling, panic	2	2	4	If the problem cannot be resolved, the Chief Steward in conjunction with the Musical Director will take the decision to abandon the concert and inform everyone by announcement. To prevent falling and panic, the Stewards will lead the audience out of the venue section by section through the main doors. The Stewards will have torches to assist the audience to leave.	1	2	3
Faulty Electrical Equipment	Performers and staff	Electric shock	2	2	4	Visual inspection of electrical equipment – damaged cables, overheating, anything else that looks wrong. If in doubt, do not use. Highlight risk to members /volunteers and ask them to report anything that looks wrong. Ensure that venue PAT test their equipment regularly.	2	2	4
Hotwater / Heating equipment	Volunteers and staff	Urns, Qooker, kettles and hot water can scald	2	2	4	Check any water heating equipment is functioning correctly.	1	2	3
Accident to attendee	Performers and audience	Slips, trips, fainting, heart attack, stroke.	3	2	5	Stewards are present at each concert. They sit at distributed parts of the venue from where they have a good overview of audience and performers. They will make an immediate triage to identify the urgency and severity of any problem. They will treat at the venue for minor issues. Minor escalation: 111(Doctor) 101(Police) Major escalation to 999 for a more fundamental problem. If it is hot in the summer, the door is opened to provide additional ventilation.	2	2	4
Falling from hight	Performers	Fall from tiered staging	2	2	4	Staging / risers set-up properly and checked Adequate staging for number of people – not overcrowded	1	2	3

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
						Plan for where everyone sits and how to enter/exit			
Damage to ears / hearing	Performers and audience	Exposure to prolonged or sudden noise	2	2	4	Noise levels rarely above 89 decibels Give warning if noise expected to exceed 89 decibels Audience seated at least 10 feet away from orchestra to minimise impact of sudden noises Adjust layout to minimise impact on orchestra Consider screens for percussion or brass instruments Members encouraged to consider attenuated ear plugs	2	2	4
Damage to voice	Performers	Overstretching of voice can lead to short term loss of voice and long-term damage.	2	2	4	Do a full voice warm-up	1	2	3
Physiological damage to performers	Performers	Poor posture could lead to short or long-term injury	1	2	3	Performers given enough space to sit or stand correctly and comfortably	1	1	2
Spread of infectious respiratory disease (e.g. Covid)		Someone at performance has 'flu or cold and spreads to others making them ill.	1	2	3	Performers and audience encouraged not to attend if they have any symptoms	1	2	3

Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
Safeguarding	Underaged or vulnerable people	Harassment or inappropriate contact	2	1	3	<p>All children will come to the event with a parent or a guardian. Any parties from schools will be accompanied by the relevant number of teachers, so no unaccompanied children will be at the event. The parent/guardians will be responsible for the safety of their child/children.</p> <p>The Chief Steward will have a DBS certificate and have attended Student Safeguarding presentation.</p> <p>The stewards will be briefed to be alert to the safety of the children.</p> <ul style="list-style-type: none"> <li>- See Safeguarding Policies on the MF &amp; MFC websites</li> </ul>	2	1	3
Deliberate damage	Performers and audience	Injury, death	3	1	4	<p>Any fire in the church during a concert would be quickly detected by the stewards or the audience.</p> <p>The fire would be dealt with as per the FIRE entry above, and the stewards would detain &amp;/or report the arsonist to the police.</p>	2	1	3
Traffic hazards outside venue	Performers and audience	Injury, death	3	1	4	<p>Mayfield High Street is a 20 MPH road, so is generally safe. Stewards, with torches, will be available to assist anyone with a traffic concern.</p>	2	1	3
<b>SET-UP</b>									
Manual Handling	Set-up Crew	Someone helps set-up chairs, staging, or heavy instruments (e.g. percussion) and suffers a back injury immediately or over time.	3	2	5	<p>Raise the issue with members to make them aware and encourage the reading of HSE resource (HSE – good handling techniques).</p> <p>Lifting should only be practiced within the abilities of the individual. Joint lifting to be used if more appropriate.</p>	1	2	3



Hazard/Risk	Who is at risk?	Possible harm	S	P	R L	Control Measures	S	P	R L
		Grand piano moving up or down a step.  Electric Piano moving.  Moving chairs onto or from the tiered staging.				To be conducted with four or more crew to ensure no one takes excessive weight.  To be conducted with two or more crew, with care taken for the person moving backwards.  Only to be conducted by crew or members who are confident to lift weight on varying levels.			

Signed: .....

Date: .....

Name (please print): .....

Contact Number/Email: .....