



## Introduction to the Risk Assessment Template

This document has been drafted by the Youth Music Action Zone for Herefordshire, Shropshire and Telford & Wrekin.

It is an excellent model of good practice for all Music Leaders delivering projects, and we are very delighted that we are able to share this template with our MLWM members!

Please remember H&S is a key part of professional delivery and is listed as a key element of our Code of Practice for Music Practitioners.

So here's how to use the form...

Please note there are two documents included:

1. The 'full' checklist, which artists should read and digest to ensure they are fully appraised of all the areas they need to check when arriving at venue and before delivering workshop.

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2. The 'quick' reference which all artists should complete – it's just a 'tick' box checklist to ensure that you are complying with your legal responsibilities.

## Risk assessments – Buildings and activities

Risks	Actions
<b>Slip/Trip/Fall</b>	<ul style="list-style-type: none"> <li>• Cables must be routed away from walkways or secured down with gaffer-tape</li> <li>• Ensure all liquids are kept away from equipment</li> <li>• Inform participants about any cables/ equipment on the floor and ensure they're aware of risks</li> <li>• If any liquids are spilt they should be cleared up immediately</li> </ul>
<b>First aid training</b>	<ul style="list-style-type: none"> <li>• Artists should make every effort to be first aid trained</li> <li>• Ensure that you know where the first aid box is in every venue</li> </ul>
<b>Use of furniture</b>	<ul style="list-style-type: none"> <li>• Ensure that participants are not sitting on tables</li> <li>• Ensure that tables are solid enough to put any heavy equipment on</li> </ul>
<b>Electrical safety</b>	<ul style="list-style-type: none"> <li>• Socket testing equipment is available for loan from the Hive. If you are in a new venue please test sockets before use</li> <li>• RCCB sockets are available from the Hive. These should always be used when it is not obvious that protection devices are connected to the ring mains</li> <li>• Mains cables should be connected to protected sockets only</li> <li>• Ensure electrical equipment has been PAT tested (if you're loaning Hive equipment it will have been PAT tested)</li> <li>• Artist's own equipment should be PAT tested regularly. Not doing so might invalidate artist's public liability insurance</li> <li>• Mains power cables should be visually checked every time they are used. Cable clamp issues should mean that the equipment is removed from use immediately (blue/brown/green/yellow cables visible outside of plugs)</li> <li>• Stop using equipment immediately if there are any signs of electrical problems or dangers</li> <li>• Signal cables should be removed from use if damaged. Screens should NEVER be disconnected to try to avoid earth hums.</li> <li>• Own equipment should be regularly PAT tested. Not doing so might invalidate artist's public liability insurance!</li> </ul>
<b>Back injury</b>	<ul style="list-style-type: none"> <li>• Always lift equipment properly and don't lift unstable loads.</li> <li>• Manual handling training is recommended</li> </ul>
<b>Eye Strain</b>	<ul style="list-style-type: none"> <li>• If you are using video display equipment – ensure that all participants and leaders take regular breaks, sit in appropriate seating and avoid screen glare.</li> </ul>
<b>Participant Numbers</b>	<ul style="list-style-type: none"> <li>• We will always support artists who feel that they are being expected to do things that are outside of what could be reasonably expected.</li> <li>• If too many participants are expecting workshops or if there is not enough pastoral support, you should consider asking for help either from the client or us or in extreme cases, cancelling the workshop/event.</li> </ul>

<p><b>Personal safety</b></p>	<ul style="list-style-type: none"> <li>• We will always support artists who feel that their personal safety or that of their equipment is in danger. If you feel unsafe – leave.</li> </ul>
<p><b>Artists communication</b></p>	<ul style="list-style-type: none"> <li>• Ensure that you know where the venue is (using Google/ satellite navigation systems if required)</li> <li>• Artists must have contact numbers for all other artists working on a project, the venue and the named contact person for the workshop.</li> </ul>
<p><b>Art /craft workshops</b></p>	<ul style="list-style-type: none"> <li>• Be aware of the extra dangers due to craft materials (use of glue guns, hot water, scissors, sharp knives etc.)</li> <li>• Be aware of the potential risks of allergies to craft/theatrical make-up materials such as face paints, latex etc.</li> </ul>
<p><b>Minor damage</b></p>	<ul style="list-style-type: none"> <li>• Be aware of the (usually minor) injury potential of guitar strings, damaged drum sticks, trapped fingers in mic stands or keyboard stands folding</li> <li>• Be aware of the risks of loud sound from speakers/headphones: turn volumes down before plugging in equipment, use earplugs/ noise reducing headphones</li> <li>• If sustained exposure to loud noise is likely, ask for ear protection. We will provide suitable protection for employees, and help freelancers find suitable equipment.</li> <li>• Be aware of the possibility of epileptic fit, especially where rapid images changes/ flashing lights are involved.</li> <li>• Workshop organisers should find out about pre-existing medical conditions for participants, and tell you about relevant items– consent forms should be filled in.</li> <li>• Workshop organisers should also get contact details for parents/guardians</li> </ul>



## Risk Assessment Checklist for Artists

This must be completed at every venue you are working in

	Yes	No
Do you have contact numbers for the venue and all other artists working on a project?		
Do you know where the fire exits are?		
Have you checked that the fire exits are clear?		
Are fire assembly points clearly indicated?		
Do you know where the first aid box is?		
Are cables gaffer-taped down?		
Have you informed participants about any cables/ equipment on the floor and ensure they're aware of risks?		
Have you ensured that all liquids are kept away from equipment?		
Has equipment been PAT tested? (if you're loaning Hive equipment it will have been PAT tested).		
Have you visually checked power cables? (this should be done every time they are used).		
Have workshop organisers* been informed about pre-existing medical conditions for participants, and notified you about relevant issues?		
Have workshop organisers* obtained contact details for parents/ guardians? – Consent/ booking forms should be completed. * workshop organisers are not artists in this instance, they are the organisations the Hive is contracting with		