



## Oxfordshire and District Brass Band Association

### Event Risk Assessment

| ITEM   | RISK   | CONTROL MEASURES   |
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| Manual Handling & Movement of Heavy or Bulky Items | Muscular skeletal & strain injuries          | <ul style="list-style-type: none"> <li>All personnel should receive basic manual handling awareness information</li> </ul>   |
|  |  | <ul style="list-style-type: none"> <li>Where possible use a sack truck or trolley to move items</li> </ul>   |
|  |  | <ul style="list-style-type: none"> <li>Lifting of heavy/awkward items should only be undertaken by competent, fit persons</li> </ul>   |
|  |  | <ul style="list-style-type: none"> <li>Two person or team lift should be used where objects are heavy or awkward</li> </ul>  |
|  |  | <ul style="list-style-type: none"> <li>IF IN DOUBT, ASK for assistance</li> </ul>  |
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| Erection of Staging or other Equipment             | Personal injury and/or collapse of structure | <ul style="list-style-type: none"> <li>Ensure that stewards are familiar with the type and format of structure</li> </ul>  |
|  |  | <ul style="list-style-type: none"> <li>Upon completion of erection, a full integrity check should be undertaken</li> </ul>   |
|  |  | <ul style="list-style-type: none"> <li>Head steward to ensure that the capacity of staging is not to be exceeded, especially when musical instruments and stands are to be included</li> </ul> |
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| Fire Evacuation                                    | Personal Injury                              | <ul style="list-style-type: none"> <li>All stewards to be briefed regarding the evacuation procedure</li> </ul>  |
|  |  | <ul style="list-style-type: none"> <li>Members of the public to be given a fire evacuation briefing before the event commences and several times during the event</li> </ul>                   |
|  |  | <ul style="list-style-type: none"> <li>Stewards to be aware of any wheelchair / disabled assistance that may be required</li> </ul>  |

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|                       |   | <ul style="list-style-type: none"> <li>Stewards to ensure that toilet areas have been evacuated</li> </ul>   |
|                       |   | <ul style="list-style-type: none"> <li>A final sweep of the building to be undertaken to ensure all members of the public have left the building</li> </ul>  |
| External Fire Doors   | Third Party Break-ins / Theft                 | <ul style="list-style-type: none"> <li>External fire doors should be kept locked with slip bolt in order to prevent ingress to the building</li> <li>Doors to be opened by stewards in the event of a building evacuation</li> </ul>   |
| General Fire Safety   | Personal injury and potential property damage | <ul style="list-style-type: none"> <li>ODBBA will only hire venues that comply with fire safety guidelines, and which are fully equipped with safety equipment, such as fire extinguishers</li> <li>No smoking to be allowed anywhere inside the building at ODBBA events</li> <li>All stewards to be vigilant regarding fire safety issues and report any problems to Head Steward</li> <li>Priority to be given to the needs of disabled persons – disabled persons in wheelchairs to be evacuated first</li> <li>Performers to be made aware of their exit routes – instruments, music stands and other property to be abandoned</li> </ul> |
| General Housekeeping  | Slips, trips and falls                        | <ul style="list-style-type: none"> <li>Stage areas and general premises to be kept tidy at all times</li> <li>Do not obstruct passageways or exits with equipment</li> <li>Report any potential problems if they cannot be easily resolved</li> </ul>  |
| Trailing leads/cables | Slips, trips and falls                        | <ul style="list-style-type: none"> <li>Ensure trailing wires are kept away from walkways or put in cable covers / taped down</li> <li>Tidy up and re-site cables immediately if equipment is moved</li> </ul>  |
| Electrical Equipment  | Electric shock, injury / fire risk            | <ul style="list-style-type: none"> <li>All items used should be maintained and regularly PAT tested by a qualified electrician</li> <li>DO NOT use multi socket adaptors</li> <li>Always visually check that the wiring appears safe - report any problems</li> <li>Report any damaged equipment immediately</li> <li>DO NOT attempt to repair or use any damaged electrical equipment</li> </ul>  |
| First Aid             | Personal injury/illness                       | <ul style="list-style-type: none"> <li>A trained first aider should be available at all events</li> </ul>  |

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|  |   | <ul style="list-style-type: none"> <li>• Access should be available to basic first aid equipment</li> </ul>   |
|  |   | <ul style="list-style-type: none"> <li>• No painkillers or any other drugs should be administered to an injured patient without qualified medical advice</li> </ul>   |
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| Directing Children and Adults            | General Safety of Audience, Performers and Stewards | <ul style="list-style-type: none"> <li>• All stewards who are active in moving children and adults on and off staging during events, or out of the building in an emergency are to adhere to the instructions of the Head Steward or emergency services.</li> </ul> |
|  |   | <ul style="list-style-type: none"> <li>• All stewards will conduct themselves and their responsibilities as delegated, in a safe and professional manner at all times so that no person attending any function is put at risk</li> </ul>                            |
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| Safety of Children and Vulnerable Adults | Personal safety                                     | <ul style="list-style-type: none"> <li>• The events are run under the conditions of the Brass Band England BOPA. It will adhere to the conditions as laid out by BBE</li> </ul>   |
|  |   | <ul style="list-style-type: none"> <li>• It should be made clear to public attending our events that they are responsible for the personal safety of their charges</li> </ul>   |
|  |   | <ul style="list-style-type: none"> <li>• ODBBA to have at least one DBS-checked steward at all events</li> </ul>  |
|  |   | <ul style="list-style-type: none"> <li>• All stewards to act in accordance with the ODBBA Child Protection Policy at all times</li> </ul>   |
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This document will be reviewed annually at the ODBBA AGM and any significant alterations approved. The committee have the delegated power to add items as required as a result of an incident or near-miss at any of the ODBBA Events.