

RISK MANAGEMENT PLAN FOR FARINGDON SINGERS USE OF UNITED CHURCH HALL and CAR PARK, FARINGDON

Usage – Thursday evenings in term times between 7 and 10 p.m.

Number of people using hall – up to 40

POSSIBLE RISK	MANAGEMENT OF RISK	COMMENTS
1. Accidents in car park	<ul style="list-style-type: none"> • Ask choir members to parallel park and reverse into spaces where possible for visibility when exiting • Drive at very low speeds in car park • Encourage choir members to bring torch to avoid tripping in dark 	Car park lighting is very limited and there is some unevenness in car park which could represent a trip hazard. The ramp by the front door can become slippery in icy conditions.
2. Falling off stage	<ul style="list-style-type: none"> • Use stairs up to stage • Hold handrail when using stairs 	Only two people regularly go on stage in order to access music cupboard.
3. Lifting hazard – putting out chairs	<ul style="list-style-type: none"> • Only lift one chair at a time 	Ensure that no one with back problems lift chairs
4. Moving hazard – moving piano into position	<ul style="list-style-type: none"> • Piano mounted on castors • Piano moved by at least two people 	Piano only moved out a short way from wall to playing position
5. Trip hazard – tripping over chairs	<ul style="list-style-type: none"> • People moving about room being alert to chair positions 	Allowing enough time to set out chairs No running in hall
6. Burn hazard – wall mounted heaters	<ul style="list-style-type: none"> • Premises have installed heater covers 	Alert choir members when heaters are on, and ask them not to touch when hot.
7. Fire alarm	<ul style="list-style-type: none"> • Choir members alerted to fire exits • Choir members alerted to assembly point in church car park • Register of members kept to check that all have exited building 	All choir members reminded to sign in to register each week. Register left in prominent position on stage for sign in purposes. Register brought each week choir meets. Register updated each term.
8. Alertness to above risks	<ul style="list-style-type: none"> • All choir members have copies of this plan • Plan reviewed annually • Alert visitors to risks as appropriate 	Chair person of choir is responsible for review of plan and communication of plan to choir members.

DATE OF THIS PLAN – MAY 2011

REVIEW DATE – MAY 2012