

LINCOLN CHORAL SOCIETY RISK ASSESSMENT FOR REHEARSALS

| Hazards/risks | Existing controls | Likelihood | Severity | Risk rating | Additional controls |
|---------------------------------------|---|------------|----------|-------------|--|
| Personal injury while moving keyboard | Keyboard is moved in wheeled case | 3 | 3 | 9 | Keyboard must be lifted by two people |
| Personal injury while using keyboard | Keyboard is on stand | 1 | 3 | 3 | Ensure that stand legs are locked in position before lifting keyboard onto it |
| Medical episode | Several choir members are medically or nursing qualified | 1 | 5 | 5 | If there is any concern an ambulance must be called via 999 * |
| Fire | Fire doors are clearly marked | 1 | 5 | 5 | Exit building via main entrance and assemble on grassed area opposite Chorus secretary to confirm all recorded as attending on register are accounted for |
| Accident eg fall | Room lights illuminated prior to choir entry Standing on furniture not permitted | 2 | 4 | 8 | Members to take care on steps Avoid crowding on steps |

* An ambulance must always be called IMMEDIATELY if the casualty has:

- **signs of a heart attack**
chest pain, pressure, heaviness, tightness or squeezing across the chest
- **signs of a stroke**
face dropping on one side, cannot hold both arms up, difficulty speaking
- **sudden confusion (delirium)**
cannot be sure of own name or age
- **severe difficulty breathing**
not being able to get words out, choking or gasping
- **choking**
on liquids or solids right now
- **heavy bleeding**
spraying, pouring or enough to make a puddle
- **severe injuries**
after a serious accident or assault
- **seizure (fit)**
shaking or jerking because of a fit that lasts more than 5 minutes, or unconscious (cannot be woken up)
- **sudden, rapid swelling**
of the lips, mouth, throat or tongue

Notes:

- ⤴ A hazard is something that could cause harm eg candles
- ⤴ A risk is the harm the hazard could cause eg fire, burns
- ⤴ Existing controls are what is in place now to reduce the likelihood or severity of the risk
- ⤴ Likelihood is the likelihood of the risk occurring on a scale of 1-5 where 1 is unlikely and 5 is very likely (this is not the likelihood of the hazard but of the potential risk, eg there may be candles present but the risk of burns may be assessed as low)
- ⤴ Severity is also 1-5 where 1 is no or minor damage/injury and 5 is potentially fatal
- ⤴ Both these relate to after our existing controls have been applied, not the unmodified risk
- ⤴ Risk rating is likelihood x severity; 1-6 is low risk, 7-12 is moderate risk, 13-19 is high risk and 20-25 is very high risk
- ⤴ Additional controls is what else needs to be done to reduce the risk as far as possible

Document control

First approved 16 July 2024