

HEALTH AND SAFETY – GENERAL RISK ASSESSMENT

Activity	Music Workshops	Location	Education and youth venues
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Activity/Area	Significant Hazards	Effects of Hazards	Action Taken to Reduce Risks
Loading and unloading equipment	Car movements Lifting and moving equipment	People being knocked down by cars Back injuries Crushing from equipment being dropped or fingers trapped between equipment and doorframes etc.	Staff to take great care in parking and to where possible have someone supervising. Careful supervision of all lifting and moving of equipment. Avoid long reaches and twists. Large speakers to be lifted by two people. Instruct any young people helping about keeping fingers clear in doorways.
Rooms with music equipment in them	Cables where people are moving about Equipment using mains power	Tripping Damage to cables and equipment, possibly falling equipment. Electric shock	Layout room to avoid cables across walkways wherever possible. Tape down cables across any areas in heavy use. Care around equipment with cables. Don't place heavy equipment where it could fall if cables are pulled Regular visual checks. Remove from use and mark clearly any faulty leads/plugs.

Activity/Area	Significant Hazards	Effects of Hazards	Action Taken to Reduce Risks
Rooms with music equipment in them	Cases, equipment and personal belongings left where people could trip	Tripping	Put in cupboards or under or on tables etc, clear of where people could trip.
Playing music	Excessive noise levels Loud speakers sounding when people's ears are close.	Hearing damage.	Warn all participants about risks or hearing damage, including saying that as a rule of thumb , if you get threshold shift more than twice a month you are at risk. Enforce limits of volume. Ban people playing for a specific period of time if limits are not respected. Warn about playing when people's ears are particularly close to equipment. Check that anyone in position to cause a noise is aware when you are having to get close to drums, speakers etc to make adjustments.
All	Fire and other emergencies		Check venue procedures in advance. Keep exits clear. Follow venue procedures,

Assessment Undertaken By	Mark Bick	Position	Project Leader, FOD Music Makers
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Signed		Date	5/8/03
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