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| Activity: | Key Stage 2/3 concerts |
| General Description: | Royal Liverpool Philharmonic Orchestra concerts for schools |
| Assessed By: | Rosie Kenneally | Date: | 31 January 2018 |
|  | Review Before: | 28 February 2019 |

*This assessment uses a ‘traffic light’ system for recording risk; using the definitions below to combine Likelihood and Severity into a single risk rating:*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Red: High | Amber: Medium | Green: Low |  |  |  |  | Severity |
| **Severity**: Serious/SevereInjury or Damage | **Severity**: Moderate Injury or Damage | **Severity**: Minor Injury or Damage |  |  |  |  | Low | Med | High |
| **Likelihood**:Likely | **Likelihood**: Possible | **Likelihood**: Very Unlikely |  |  | Likelihood | Low | L | L | M |
|  |  |  |  |  | Med | L | M | H |
|  |  |  |  |  | High | M | H | H |

| HAZARD | PERSONS AT RISK | LEVEL OF RISK | EXISTING CONTROLS | FURTHER ACTION REQUIREDTO CONTROL RISK | RESIDUAL RISK |
| --- | --- | --- | --- | --- | --- |
| e.g. slips/trips, work at height, electricity, noise, manual handling, vehicles etc. |  |  | e.g. adequate instructions/training; supervision; competence; existing procedure/system; barriers; PPE; task rotation; etc. | Further training; new procedure or system; etc. |  |
| Road accident when alighting coach | Teachers; Pupils  | HIGH | * Designated safe drop-off points for coaches identified and communicated to schools
* Coach drivers guided to safe drop-off point by FRONT OF HOUSE staff
* Teachers to take responsibility for pupils during walk to and from vehicles
 |  | MEDIUM |
| Slips/trips | Teachers;Pupils | MEDIUM | * FRONT OF HOUSE staff inspect public areas for hazards before doors are opened to the public
* Standard Operating Procedures in place for cable runs, etc
* Anti-slip mats in place in foyer areas
* Teachers to ensure pupils are adequately supervised at all times
 |  | LOW |
| Injury due to fire | Teachers;Pupils | HIGH | * Fire alarm equipment is tested weekly, including automatic system to the Fire Brigade. Fire extinguishers are regularly serviced on contract.
* Front of House staff trained in evacuation procedures
* Teachers to take instruction from Front of House staff on safe evacuation routes and assembly points
* Teachers to ensure pupils exit the building in a calm manner and are supervised at all times
 |  | MEDIUM |
| Minor injury/illness | Teachers;Pupils | LOW | * First Aid trained staff on duty at all times
* First Aid equipments available
 |  | LOW |
| Crowd control | Teachers; Pupils | MEDIUM | * Schools exited one at a time to avoid congestion in narrow corridors and doorways
* SEN schools exited through ramp doorway to avoid crowds and potential stress/upset to pupils
 |  | LOW |
| Accident/injury when crossing roads | Teachers; Pupils | MEDIUM | * Schools to ensure adequate supervision levels for number of pupils attending
* Teachers to take responsibility for pupils during walk to coaches at end of concert
* Use pedestrian crossings where available
 |  | LOW |
| Major incident | Teachers; Pupils; Staff | MEDIUM | * Major incident plans in place and relevant staff trained in evacuation and counter terrorism awareness
* Regular security meetings at Liverpool Philharmonic to review threat levels and implement recommendations from authorities
* Police and Local Authorities are informed about all large scale events
* Additional security personnel in place at Schools concerts
 |  | LOW |