



Andover Town Band

Andover Town Band - Risk Assessments

When carrying out Risk Assessment, attention should be given in our environment to the following variables:

1. Activities taking place in an area
2. Specifics of each area
3. Environmental conditions
4. Age of participants
5. Specific needs of participants
6. Ability of participants
7. Equipment available and condition

Resolving Issues

The following steps must be used in order of priority to help us determine what course of action we should take to resolve situations.

STEP 1 Elimination – Can the hazard/problem be eliminated either by removing it or closing down the area?

STEP 2 Substitution – Can it be substituted for a new area or new piece of equipment etc.?

STEP 3 Separation/Isolation – Make the area safe by sectioning it off and make it an “out of bounds” area.

STEP 4 Safe Working Procedures – Develop and implement a safe way of working with the hazard/problem or issue.

STEP 5 Training, Instruction and Supervision – Ensure that staff, volunteers, band members (children and adults), and, if necessary, members of the public, are aware of the hazard and that they understand the procedures for dealing with it.

See next page for Risk Rating chart and advice.



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Risk Rating

Risk Assessment involves reviewing each hazard and rating it according to the severity of it occurring combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating. E.g. A high risk rating of $5 \times 5 = 25$ would require immediate and careful action.

Assessing the likelihood of a hazard and the severity of outcome is based on the following **severity scale for physical injuries**:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilizing injury or trauma not requiring hospital treatment	Non-immobilizing injury or trauma but requiring hospital treatment	Immobilizing injury or trauma requiring hospital treatment	Severe injury or trauma requiring urgent hospital treatment	Very severe life-threatening event

and a likelihood scale for a hazard occurrence:

Likelihood Scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

Current Control Measures (actions that can be taken to remove or reduce the potential risk)

What is already in place to minimise the risk?

Further Measures

What can you do that is reasonably practicable to minimize the risk? Think of training, protective clothing or equipment, isolating an area, etc.



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Risk Assessment for INDOOR AREA

Location _____ Date _____
 (complete separate form for each area)

Completed by _____

List Activities in this area and who will be using it	List Associated Risks
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Hazard and Potential Effect	Risk Rating (Refer to Risk Assessment Policy to score)		Current Control Measures	Further Measures
	Severity	Likelihood		

Checklist:

- | | |
|--|---|
| Emergency lighting available <input type="checkbox"/> | Alarm activation points noted <input type="checkbox"/> |
| Fire extinguishers available <input type="checkbox"/> | |
| Fire doors in good working order and accessible <input type="checkbox"/> | Fire evacuation procedures & exit signs in place <input type="checkbox"/> |
| Bins are available <input type="checkbox"/> | |

Common hazards to look out for in indoor areas...

- | | |
|--|--|
| <ul style="list-style-type: none"> • Inadequate lighting • Uncovered hot radiators • Liquid spillages • General untidiness • Tripping hazards near playing area • Food boxes stored in warm area | <ul style="list-style-type: none"> • Uneven or slippery flooring • Lights do not have protective covers • Stacked chairs • Finger trap hazard - Door closers not fitted • Low level glass (not reinforced) • Balcony (access must be restricted) |
|--|--|



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Risk Assessment for OUTDOOR AREA

Location: _____ Date: _____
 (complete separate form for each area)

Completed by _____

List Activities in this area	List Associated Risks
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Hazard and Potential Effect	Risk Rating (Refer to Risk Assessment Policy to score)		Current Control Measures	Further Measures
	Severity	Likelihood		

Common hazards to look out for in outdoor areas

- Broken equipment
- Harmful or poisonous plants
- Liquid spillages
- Inadequate supervision
- Tripping hazards
- Moving vehicles on roads/car parks
- Ponds and water hazards
- Debris, needles, animal faeces
- Subcontracted providers of equipment/services
- Security of money and valuables
- Age restricted activities and equipment
- Protrusions from fences and equipment