

**Risk Assessment for Concert Rehearsals and Performances
Held by Woodstock Music Society Choir and Orchestra
In St Mary Magdalene Church, Woodstock**

Date of assessment 03/05/2024

Hazard/risk	Who might be harmed	Steps to reduce risk	Action taken by	Risk level
Injury from handling during stage assembly and dismantling	Volunteers	<ol style="list-style-type: none"> 1. Ensure <i>Instructions for Stage Assembly and Dismantling</i>⁽²⁾ are followed. 2. Provide handling gloves for protection. 3. Instruct volunteers to read <i>Safe Handling Summary</i>.⁽³⁾ 	Stage Supervisor	Low
Injury from lifting during stage assembly and dismantling	Volunteers	Instruct volunteers to read <i>Safe Handling Summary</i> . ⁽³⁾	Stage Supervisor	Low
Injury from falls during stage assembly and dismantling	Volunteers	Instruct volunteers to read <i>Safe Handling Summary</i> . ⁽³⁾	Stage Supervisor	Medium
Injury due to malfunction of stage or lighting	Volunteers, Choir	Ensure <i>Instructions for Stage Assembly and Dismantling</i> ⁽²⁾ are followed.	Stage Supervisor	Low
Injury from falls during mounting and dismounting stage	Choir	<ol style="list-style-type: none"> 1. Construct seating plan to ensure that any restricted mobility choir members can access lower-level seating. 2. Choir to mount/dismount stage in orderly fashion using designated steps supervised at entry point by responsible person who can also assist restricted mobility members. 	Stage Supervisor	Low
Evacuation due to fire or other emergency	Choir, Orchestra, Audience	<ol style="list-style-type: none"> 1. Ensure fire-safe capacity for church is not exceeded. 2. Ensure knowledge of fire extinguishers. 3. Announce fire exits at beginning of concert. 4. Follow the Church's instructions for action to be taken in the event of a fire alarm or other emergency. 	Ticket sales Stage Supervisor	Low
Health incident	Choir, Orchestra, Audience	<ol style="list-style-type: none"> 1. Know WMS first aid procedure 2. Ensure that appropriately trained first aiders are present at each performance in the church. 	Stage Supervisor WMS committee	Low

Role of Stage Supervisor

The WMS committee appoints a responsible *Stage Supervisor* as part of the concert performance planning.

The *Stage Supervisor* should be familiar with documents: *Instructions for Stage Supervisor*,⁽¹⁾ *Instructions for Stage Assembly and Dismantling*⁽²⁾ and *Safe Handling Summary*.⁽³⁾

The *Stage Supervisor* will supervise the handling of the *Steps to reduce risk* as indicated in the *Risk Assessment* above.

Associated Documents

- | | |
|---|---|
| (1) Instructions for Stage Supervisor | <i>WMS-Stage-Supervisor-Instructions.pdf</i> |
| (2) Instructions for Stage Assembly and Dismantling | <i>WMS-Stage-Assembly-and-Dismantling.pdf</i> |
| (3) Safe Handling Summary | <i>WMS-Stage-Safe-Handling-for-Volunteers.pdf</i> |