

<b>RA Reference</b>	Hub Events for Schools	<b>Activity Description</b>	<b>Large Scale Singing/Playing Event</b>
<b>Assessment Date</b>	17 Nov 2022	<b>Assessor Name</b>	Marion Hinds
<b>Assessment Team Members</b>	Yvonne Hulme	<b>Planned Review Date</b>	September 2023
<b>Locations</b>	Various locations in Cumbria	<b>Number Of People Exposed</b>	250 max.
<b>Overall Residual Risk Level following implementation of effective control measures</b>	Low Risk	<b>People Exposed</b>	Pupils (some may be vulnerable or with pre-existing medical conditions) Teachers and school volunteers CMS employees CMS external providers Parents/Carers
<b>Assessment Last Updated</b>	11/10/2022, 17/11/2022	<b>Appointed CMS lead</b>	Beth Billington (Barrow, Ulverston and Kendal); Kaytie Harding (Appleby, Penrith, Carlisle); Sarah Kekus (Workington, Millom, Gosforth, Keswick)

- **Cumbria Music Service, Lead Organisation of the Music Education Hub is responsible for all logistics on the performance/workshop day**
- **Schools are responsible for the welfare of their own pupils**
- **The venue is responsible for providing all evacuation procedures**

**Likelihood 1 – 5:** how likely is the activity to result in actual harm?  
**Severity 1 – 5:** how severe would the consequences be?  
**Risk Rating:** Likelihood (L) x Severity (S) =

**15-25 Unacceptable** - Stop activity and make immediate improvements  
**6-12 Tolerable** - Look to improve within a specified timescale  
**1-5 Acceptable** – monitor at regular intervals

		Severity				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Most Severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk

Hazard Description How are People at Risk	Who is at Risk	Control Measures	Who is responsible?	Risk Rating
Safeguarding and Wellbeing  Exposure of children and young people to unsuitable individuals or events	Students	<ul style="list-style-type: none"> <li>Restrict students to specific rooms during rehearsals and breaks</li> <li>School staff are responsible for escorting children in public areas inside the building when necessary</li> <li>CMS will ensure the building is secure to prevent unwanted access within the limitations of the venue rules and regulations.</li> <li>Signs will be used to discourage entry to the hall by the public</li> <li>CMS staff will be identified by their CCC ID badge or personalised clothing</li> <li>CMS staff to ensure safety briefings and introductions are given to all students and staff, including fire or incident alarm and assembly points</li> <li>CMS staff have enhanced DBS clearance and have completed safeguarding and PREVENT training</li> <li>CMS Safeguarding procedures are followed at all times.</li> <li>Concerns at the event should be raised immediately with the Safeguarding Lead for child's school and reported to Marion Hinds (DSL, CMS Manager).</li> <li>School staff remain responsible for the safety and welfare of their own pupils</li> <li>Schools are expected to have a register, medical, SEN/D, and emergency contact details for pupils in attendance</li> </ul>	School and CMS staff School staff CMS CMS lead CMS CMS School and CMS staff School staff School staff	1L x 4S 4 Low
Exposure to unfamiliar surroundings and staff	Students	<ul style="list-style-type: none"> <li>CMS has carried out a pre-event site visit to ensure venue is suitable to hold event.</li> <li>CMS staff to be easily identifiable (branded clothing) during rehearsals and breaks</li> <li>Schools are responsible for providing a sufficient ratio of adults to children throughout the event. The <a href="#">OEAP provides comprehensive guidance</a></li> <li>Schools will supervise their pupils during breaks</li> <li>CMS staff will familiarise school staff and pupils with different areas such as toilets and break out rooms</li> </ul>	CMS CMS School staff School staff CMS	2L x 2S 4 Low
Noise related disturbance	Students Adults	<ul style="list-style-type: none"> <li>CMS to ensure noise levels are acceptable and that no performer is put at risk of potential ear damage</li> </ul>	CMS	2L x 2S 4 Low
Trips, slips, falls, injury	Students Adults	<ul style="list-style-type: none"> <li>Cables to be covered or suitably routed</li> <li>Electrical equipment should be PAT tested if over 1 year old.</li> <li>Electrical equipment should be visually inspected prior to use to ensure no damage and no obvious defects, e.g. exposed wires or breaks in cable</li> <li>Walkways to be kept clear at all times</li> <li>Personal items to be stored in a suitable location</li> <li>Staff to be responsible for movement and mobility of students taking into consideration any vulnerable persons</li> <li>Food and drink consumption restricted to break out areas wherever possible. Any hot drinks should be consumed from a covered thermal cup</li> </ul>	CMS CMS CMS CMS/All School staff School staff CMS School staff	3L x 2S 6 Medium

		<ul style="list-style-type: none"> <li>• If an injury or emergency occurs an adult will call the emergency services if required, this must be reported to the CMS Lead who will complete an Incident Report.</li> <li>• School to refer to medical forms for any treatments as required and contact parent/carer as required</li> <li>• No access to balcony areas in theatres, where applicable, for school children</li> <li>• Clear guidelines are given to staff and students about getting on and off stage, especially in poor light</li> <li>• No access allowed on and off the front of the stage</li> </ul>	<p>Adults / CMS Lead</p> <p>School staff</p> <p>CMS School staff CMS CMS</p>	
Manual Handling	Students Adults	<ul style="list-style-type: none"> <li>• CMS staff have up to date manual handling training</li> <li>• All equipment movement and placement is overseen by CMS staff</li> <li>• Assess loads before handling and ensure objects are safely lifted using techniques learned in training, or be advised by staff who have received training</li> <li>• Advise and guide young people on safely handling objects and equipment.</li> <li>• Young people to be supervised at all times when moving and handling objects and equipment</li> <li>• No one should attempt to carry anything that they are not comfortable with</li> <li>• Anyone at significant risk (e.g. persons with previous back injury) instructed not to lift heavy weights</li> </ul>	<p>CMS CMS CMS</p> <p>School staff School staff</p> <p>All All</p>	1L x 3S 4 Low
Fire or Incident (building or equipment)	Students Adults	<ul style="list-style-type: none"> <li>• Ensure evacuation procedure is explained and carry out as required</li> <li>• Adults and students should not attempt to fire fight</li> <li>• Emergency services to be called</li> <li>• Registers and details of students and staff to be held by a representative of each school for liaison with emergency services</li> </ul>	<p>CMS lead All All School staff</p>	2L x 2S 4 Low
Medical Emergencies	Students Adults	<ul style="list-style-type: none"> <li>• Schools are responsible for Contact Details for their own students including emergency contacts, medical and any other relevant information</li> <li>• Staff to be encouraged to make aware to CMS any serious medical conditions of their staff or pupils</li> <li>• Schools should carry their own First Aid supplies for their students as required by their own school policies</li> <li>• In the event of a medical emergency call 999</li> <li>• Ensure the location of the first aid kit at the venue is known and accessible</li> <li>• Any incidents, including First Aid administered by CMS staff, will be recorded by the CLS Lead and reported via the CCC Incident Report.</li> </ul>	<p>School staff</p> <p>School staff CMS School staff</p> <p>All CMS lead CMS lead</p>	1L x 3S 3 Low
Public Disorder/Attack	Students Adults	<ul style="list-style-type: none"> <li>• Ensure building is secure to prevent unwanted entry</li> <li>• Follow guidance published by HSE – Run Hide Tell</li> <li>• Call emergency services</li> </ul>	<p>CMS All All</p>	1L x 3S 3 Low
Emergency Evacuation	Students Adults	<ul style="list-style-type: none"> <li>• Emergency routes are to be of adequate width and kept clear at all times</li> <li>• In the event of an emergency, all parties should leave the building via the nearest fire exit</li> </ul>	<p>CMS Lead / All All/ Venue Lead</p>	1L x 2S 2 Low

		<ul style="list-style-type: none"> <li>• Where present, venue staff present will take the lead as fire marshals for the building</li> <li>• The assembly point should be identified at the beginning of the event to students and adults</li> <li>• CMS lead is responsible for liaising with school staff and emergency services for a full role call</li> </ul>	<p>CMS lead</p> <p>CMS lead</p> <p>CMS lead</p>	
<p>Weather Issues</p> <p>E.g.extremes of weather can cause injuries such as wind blown debris causing general accidents and illness</p>	<p>Students</p> <p>Adults</p>	<ul style="list-style-type: none"> <li>• Schools are advised to inform their pupils beforehand of the need to wear appropriate clothing for the weather conditions.</li> <li>• Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc)</li> <li>• Ensure there is an adequate supply of water to prevent dehydration</li> <li>• Ensure that pupils and staff are not exposed to extreme weather conditions and use adequate sun protection in sunny / hot weather.</li> </ul>	<p>CMS/Schools</p> <p>CMS Lead</p> <p>All</p> <p>All</p>	<p>3L x 2S</p> <p>6 Med</p>
<p><b>Assessment Conclusion</b></p>	<p>Providing the stated control measures are implemented and adhered to can reduce to a manageable level in normal circumstances. This risk assessment will be reviewed as required and compliance with the control measures monitored</p> <p>Guidance can be viewed here <a href="#">Safety Procedure No 15 – Risk Assessment</a></p>			