



Knot Another Choir

Risk Assessment – Performances (Indoor and Outdoor)

Reviewed: October 2025

Reviewed By:

Next Review Date: October 2026

Applies to all choir concerts and informal performances, including indoor venues and outdoor public spaces. This document reflects the practical realities of how the choir operates — including volunteer-led staging, electrical safety, shared responsibilities, and proportionate event planning.

Related Documents:

Performance Risk Checklist

Stage procedures

Health and Safety Policy

Risk Area	Who Could Be Affected	What's Already in Place	Actions for Each Event	Who by	When by
Fire Safety and Evacuation	Choir and audience, including anyone needing assistance	Fire exits signed and opened Extinguishers in place No smoking Assistance planned if needed	Announce fire exits to audience Assign someone to hold choir attendance list Ensure all choir members know exits and meeting point	Committee / Named helper	Before audience arrival
Slips, Trips and Falls	Choir and audience (edges, steps, cables, uneven surfaces)	Stage plan received and shared Walk routes agreed Cables taped Flooring checked during setup	Apply hazard tape to edges and steps Brief choir on access and exit routes Check walkways clear before audience entry	Setup team / All Helpers	Setup day / Event day
Manual Handling – Staging and Equipment	Choir Helpers during loading/setup/takedown	Staging usually moved on trolleys Modular system understood If no trolley or lift, staging unloaded manually by choir members	Share loads and avoid overreaching Remind all helpers about finger traps and trip risks Keep van close to venue when possible	Setup team	Before and after each performance
Stage Assembly	Choir members setting up staging	Staging used regularly by core team Written procedures followed	Brief team before setup Work slowly and carefully Watch for feet, fingers, and framing components during setup/dismantle	Setup Team	Setup time
Electrical Equipment (Choir-owned)	Anyone using lights, amp, keyboard	Visual checks done during each setup	Use only equipment in good condition Report any faults Do not use damaged plugs or cables	Setup Team	Each setup

Risk Area	Who Could Be Affected	What's Already in Place	Actions for Each Event	Who by	When by
Venue Electrical Supply	Anyone using venue sockets or infrastructure	Venue responsible for fixed sockets Committee checks compatibility of choir kit	Use only known, safe sockets Report faults to venue staff	Setup lead / Event helpers	Event day
Outdoor Setup (if applicable)	Choir during outdoor setup and takedown	Equipment lightweight Helpers aware of terrain risks	Check surface before unloading Avoid long-distance carrying over rough ground	Setup lead / Helpers	Setup day
Public Proximity	Choir and audience during shared setup areas	Audience typically arrives after setup Helpers aware of safe routes	Nominate someone to monitor public access as needed	Committee / Named helper	Doors open time
Crowd Movement and Exit	Choir and audience exiting venue	Exit routes confirmed in stage plan Audience size matches venue capacity	Brief choir on exit flow Ensure exits are kept clear Helpers assist as needed	Committee / Named helper	Before performance begins
First Aid	Anyone unwell or injured during performance	First aid kit available	Confirm first aider before event begins Ensure access to phone and emergency numbers	Committee	Event briefing
Safeguarding (if children attend)	Children and carers	Parents retain responsibility Helpers know who to speak to if concerned	Brief Helpers on protocol	Committee / Named helper	Before audience arrival