



Knot Another Choir

Risk Assessment – Rehearsals

Reviewed: October 2025

Reviewed By:

Next Review Date: October 2026

Applies to all choir rehearsals and workshops. 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:

Rehearsals Risk Checklist

Health and Safety Policy

Risk Area	Who Could Be Affected	What's Already in Place	Actions	Who by	Frequency
Emergency Evacuation	All choir members, esp. those with mobility needs	Fire signage Exits unlocked and unobstructed Venue procedures available No smoking policy	Committee member checks exits and leads evacuation if needed All members must read and confirm awareness of the venue's emergency procedures (not just fire) No housekeeping announcements — individual responsibility applies	Committee / All members	Termly after first induction
Slips, Trips and Falls	All attendees	Coats/bags under chairs Hazards reported Spillages cleaned Boxes stored in kitchen	Maintain aisle clearance per HSE (min. 1200mm) Limit each row to 4 chairs wide Ensure lighting is adequate, esp. in winter Check entrance and car park area for any significant hazards All accidents and near misses to be recorded	Committee / Helpers	Each rehearsal
Electric Shock	Those handling musical and tech equipment	MD and pianist bring equipment	Choir-owned equipment handled by named individuals only Ensure cables taped or secured All accidents and near misses to be recorded	MD / Pianist / Committee	Equipment weekly
Manual Handling	All members putting out/away chairs/tables	Trolleys used for stacking Max 3 chairs per person 2 people for heavier items	Helpers briefed on safe lifting Committee supervises trolley use Adapt method for alternate venues during workshops All accidents and near misses to be recorded	Committee / All members	Each rehearsal / Workshop days
Accessibility & Support Needs	Members with mobility, sensory or cognitive needs	Accessible venue Carers in attendance Safeguarding policy in place	Maintain clear aisles and uncluttered entrances Ensure seating layout considers mobility and neurodivergence Helpers briefed to notice and report safety concerns	Committee / Helpers	Each rehearsal

Risk Area	Who Could Be Affected	What's Already in Place	Actions	Who by	Frequency
First Aid	Anyone who becomes unwell or injured	First aid kit available Emergency contact info retained Most committee members briefed informally	Confirm who is responsible each session Ensure kit location is known Confirm phone access for emergency call All accidents and near misses to be recorded	Committee	Each rehearsal
Temperature & Air Quality	All attendees	Heating and ventilation checked by venue Windows and doors opened as needed	Monitor comfort levels during long rehearsals Report issues promptly Encourage members to dress appropriately if venue varies	Committee	Weekly / Workshop sessions
Car Park Access (External)	All arriving members	Shared space with venue; not choir-managed	Add reminder re: car park safety in member updates Encourage cautious driving Consider steward role if access is problematic	Committee	Termly review / As needed
Workshop Venue Variation	All attendees, especially new members	New venue risk not assumed by choir	Committee to review access, layout, emergency procedures Adapt setup plans to venue specifics Update helpers on differences	Committee	Prior to each workshop
Recording and Reviews	Committee	Annual reviews of risks Checklists in place for performances and rehearsals	Committee to review accident records, near misses and checklists to ensure identify and implement learning for future practice and risk assessments	Committee	Every committee meeting