

Activities covered by this assessment	Leics Make Music Festival at De Montfort Hall Number of pupils involved each day: Tuesday 23.04.24 Daytime audience: 1250 per show at 1100 & 1345 hrs Evening concert: 240 young people Wednesday 24.04.24 Daytime rehearsals: 463 Evening concert: 310 young people Thursday 25.04.24 AM: 800 / PM: 275 Evening concert: 670 young people	Reference	LM_RA_LCC
Site Address / Location	De Montfort Hall, Granville Road, LE1 7RU Attenborough Arts Centre, Lancaster Road, LE1 7HA	Department / Service / Team	Children and Family Services

Note: Measures for music service staff should run in line with current school risk assessment.

A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity

Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Initial Risk Rating (S x L)			Further Controls Required (Consider Hierarchy of Control)	Final Risk Rating (S x L)			Action Required		
			Severity	Likelihood	Risk Rating		Severity	Likelihood	Risk Rating	Who (Initial)	Date By: (---/---/---)	Done?
Student / staff safety and security – LEAP Orchestra	Young people and staff	This is a ticketed event with tickets being sold in advance and LM are aware of who is expected to arrive.	M	L	L	Additional LM staff to support arrival of schools and check them in						

<p>shows Tuesday 23rd April</p>		<p>Schools or parents/ carers are responsible for their young people attending.</p> <p>De Montfort Hall stewards are responsible for admittance to the auditorium and parking of coaches and buses.</p>												
<p>LEAP Orchestra shows Tuesday 23rd April – Noise and flashing lights</p>	<p>Young people and school leaders, LM staff and members of the orchestra may be affected by loud music and flashing lights.</p>	<p>Information given to schools to expect loud music and flashing lights on booking.</p> <p>Reminder email to schools sent prior to performance.</p> <p>Recommendation to schools to bring ear defenders for young people sensitive to loud noise.</p> <p>Staff playing in the orchestra recommended to wear ear plugs.</p>	<p>M</p>	<p>L</p>	<p>L</p>	<p>A quiet area will be provided in the upper foyer. Young people must be accompanied by an adult to this space.</p> <p>LM to provide additional ear defenders in this space.</p>								
<p>Student / staff safety and security – Evening rehearsals & concerts</p>	<p>Students and staff</p>	<p>Registers maintained throughout event</p> <p>Pastoral staff responsible for LM students at ratio of 1:12</p> <p>Accidents are reported and recorded following County Council procedures</p>	<p>M</p>	<p>L</p>	<p>L</p>	<p>Signs will notify the public that certain areas, usually accessible to the public, are out of bounds. There will also be staff monitoring the doors to these areas.</p> <p>Parts of the building (backstage) have</p>								

		Designated members of supervising staff are responsible for holding the register and taking a register for normal delivery/collection of pupils and in the event of an emergency evacuation.				restricted access and require keycode access LM Staff are briefed ahead of the event and provided with clear processes and procedures and clear lines of reporting					
Dropping off and picking up at venue	Schools and pupils, music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, parents, pupils and the general public could be involved in a traffic accident.	<p>School staff must supervise students getting out of any transport and at all times until they reach the doors of the venue.</p> <p>De Montfort Hall car park stewards will be in attendance and wearing hi-vis jackets and will direct traffic.</p> <p>In the evening, staff to meet students at the venue at the designated sign in locations.</p> <p>Students should be advised of safe behaviour in the car parks.</p>	M	L	L	Sign in points to young people in the evening performances will be communicated the week before via email					
Safeguarding	Music service staff, including consultants, conductors, those on contract for services and ensemble	LM staff comply with their own safeguarding policies and supervise pupils at all times.	M	L	L	<p>Safeguarding lead on the premises at all times and clearly identified on posters</p> <p>A contact number for the leader teacher with each</p>					

	<p>leaders, school staff, pastoral workers, employees, parents and pupils could be victims of physical abuse, emotional abuse, peer on peer abuse, sexting, sexual violence and sexual harassment, upskirting and mental health issues.</p>	<p>Pastoral workers to sit in open locations. Students to sign in/ out as appropriate.</p> <p>Venues to be checked at the end of each concert to make sure the venue is clear.</p> <p>Staff aware of increased risk of bullying and abuse in unfamiliar surroundings</p> <p>LM indicate location of separate student and adult toilet /changing facilities.</p>				<p>school group has been requested by the event manager in case of an emergency.</p>								
<p>Injury as a result of music activities (cuts and bruises) or minor accident (tripping over etc)</p>	<p>Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees, and pupils could be harmed by tripping over cases or coming into contact with sharp ends of</p>	<p>Supervising staff from LM responsible for ensuring Health and Safety procedures are followed at all times. Staff remind students of appropriate procedures for specific activities.</p> <p>Emergency contacts and medical details are obtained for all students and must be accessible during the concert.</p> <p>Schools are responsible for their young people when travelling as a school group.</p>	M	L	L	<p>First aid available at the venue with trained first aiders (pastoral staff and LM staff)</p>								

	instruments (eg bows)	Sufficient space backstage provided for each group to store cases etc. LM staff to periodically check areas to ensure that they are kept clear and tidy									
Risk of damage or loss of valuables	Music service staff, including consultants, conductors, those on contract for services and ensemble leaders, school staff, pastoral workers, employees and pupils could lose items if they are not kept / stored securely. Instruments could be damaged.	Supervising staff from LM remind students about valuables or advising students not to bring them. Leave instruments in cases when not in use Don't bring expensive phones and do not leave phones unattended.	M	L	L	A container will be provided for each school group performing in the evening. This will be able to be kept on the side of the stage whilst the performance is taking place or with a teacher who is not on stage.					
Handover of young people to their families at the end of the performance	Young people may be separated from their school group at the end of the evening before they have been collected by their responsible adult.	LM group participants will have been emailed their pick up point, which is the same as the drop off, prior to the performance. Clear instructions will be given inside the auditorium for where parents should collect their children at the end of the	M	L	L	A contact number for the leader teacher with each school group has been requested by the event manager in case of an emergency.					

		<p>performance for choirs / Leics Create.</p> <p>A coloured umbrella system will be in place for schools so families can easily identify their school group.</p> <p>DMH stewards will be briefed on collection points for families.</p> <p>LM staff will be on hand at the end of the event to support with any signposting to parents for collection points etc.</p>									
Photography & filming	Vulnerable young people may be filmed or photographed during the performances with this enabling them to be identified	<p>Filming and photographs in the auditorium are NOT allowed.</p> <p>DMH stewards will speak to anyone in the auditorium who does not comply.</p> <p>Information regarding this will be displayed in the foyer and in the auditorium.</p>	M	L	L						

De Montfort Hall Premises Risk Control Measures

Hazard Area	Control Measures in Place	Additional information or Considerations for Visitors
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Access and Egress	<ul style="list-style-type: none"> • Fire exits are maintained and available for use at all times. • Whenever the building is open to the public or during show times sufficient numbers of entrance/exit doors are open and staffed by stewards to ensure easy access/exit. • Adequate car parking assistance is available 1 hour prior to performance. 	Lifts available for less able bodied and minimising manual handling tasks.
Accident and Incident Reporting	<ul style="list-style-type: none"> • All incidents occurring on site must be reported to the Duty Manager. • DMH will carry out any such statutory accident reports as required. • Incidents and accidents will be investigated and appropriate records maintained. 	SO2 Incident report forms are held at stage door.
Building and Maintenance Works	<ul style="list-style-type: none"> • Works are only carried out by appointed LCC staff or approved contractors. • All damage to be reported as soon as possible. 	Asbestos present in building and suitably inspected & managed.
Chemicals and Substances	<ul style="list-style-type: none"> • All chemicals and substances used on site are COSHH assessed and stored in suitable secure facilities. 	
Electrical Safety	<ul style="list-style-type: none"> • All portable electrical equipment is subject to an annual inspection and electrical safety test. • All fixed electrical wiring is subject to full inspection and testing. 	PAT testing records are kept on site.
Fire, Explosions etc.	<ul style="list-style-type: none"> • A fully operating fire detection and alarm system is installed and subject to appropriate maintenance and tested weekly. • Appropriate firefighting equipment is located throughout the building and is subject to monthly visual inspections and annual maintenance checks. • Automatic emergency lighting is fitted throughout the venue and is subject to regular maintenance and testing. • Appropriate emergency exit signage is displayed throughout the venue. • All fire exits and routes are maintained clear of any obstructions. • A full procedure is in place for the safe evacuation of the premises both within and outside of the licensed periods. These procedures include processes for the evacuation of any disabled individuals. • Approved and designated evacuation equipment is available within the building: these are only to be used under the direction of a trained steward. • There are trained Front of House team members covering each floor/area within the building. • Front of House team members are trained to assist and direct people in the event of an evacuation. • A duty Fire Officer will be on site during all shows. 	
First Aid	<ul style="list-style-type: none"> • Trained first-aiders are available at all times. • A fully equipped first aid facility is available at all times. 	Nearest A&E: 0.9 miles.

	<ul style="list-style-type: none"> • First aid boxes are maintained to HSE guidelines. • There are two defibrillators on site, one back of house and one front of house. 	<p>Leicester Royal Infirmary</p> <p>LE1 5WW</p> <p>Phone: 0300 303 1573</p>
General Public Safety	<ul style="list-style-type: none"> • Prior to any show the Duty Manager and Front of House team will carry out a visual inspection of all public areas of the venue to ensure they are in a safe condition. • The Operations Manager and Principal Technician are responsible for defining, monitoring and reviewing health & safety standards. • Any safety decisions made by the Duty Manager, Duty Technician, Operations Manager and Principal Technician are final. 	
Information & Communication	<ul style="list-style-type: none"> • There is a public address system which will be used to relay any emergency and/or safety messages. • When an emergency announcement needs to be made during a show the Duty Technician is able to remotely silence the sound so that the Duty Manager will be able to make the required announcements utilising the emergency microphone. 	<p>The voice announcement states: “Ladies and gentlemen your attention please. Due to circumstances beyond our control it has become necessary to evacuate the building. Please leave as directed by staff or by the nearest exit.”</p>
Security	<ul style="list-style-type: none"> • An in-house security team is present at all times. • The venue reserves the right to carry out bag searches on all visitors and patrons. • CCTV is in operation throughout the building. 	
Slips and Trips	<ul style="list-style-type: none"> • Floor surfaces are cleaned and maintained during the hours of 7am to 10am in such a way to prevent them becoming slippery, they are also cleaned between performances. • Constant vigilance is required to ensure that any slip or trip hazards are identified and removed or suitably cordoned off to prevent access as appropriate. 	<p>Signs are erected to highlight slippery areas or cleaning in progress.</p>
Welfare Facilities	<ul style="list-style-type: none"> • Adequate numbers of toilets are available for public use. • Adequate disabled toilet facilities are available, radar key access required (we hold on site). • A changing place facility is now available on the Garden Suite side of the building, the facility details can be found on our website www.demontforthall.co.uk • Public lift facilities are available in the Garden suite corridor, to the right of Box Office as you enter the building, from the ground floor to the promenade (Circle Left balcony) • Baby changing facilities are available in male, female and disabled toilets. 	<p>Stewarded assistance is available upon request at the venue on the day for the lift.</p>

	<ul style="list-style-type: none"> Whilst we don't have a designated prayer room we may be able to accommodate where possible. 	
Temporary Works	<ul style="list-style-type: none"> From time to time some areas of the building may not be accessible due to building or renovation works. 	
Vehicle Access	<ul style="list-style-type: none"> Speed limit of 10 mph is in force in DMH grounds. 	
Violence/Abuse/Public Disorder	<ul style="list-style-type: none"> Sales of alcohol are restricted by terms of our liquor licence and no bars will be open for school only performances. In the event that a bar is open then all staff are fully liquor licensed trained and we have a challenge 21 policy in place. Front of House team members monitor behavior. Ticket issue includes right of refusal of admission. 	Visitors who subject LCC staff to verbal or physical abuse may be excluded from the premises.

Risk Assessor (s) Name(s):	Sarah Sharman	Risk Assessor(s) Signature (S):	<i>S Sharman</i>	
Authorised By:	Chris Bale	Authoriser Signature:	<i>CSB</i>	Initial
Date Conducted:	5 th February 2024	Date of Next Review:	Reviewed regularly in line with government guidance	
		Date of Review:		

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High

	Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
		Low The event is unlikely to happen.	Medium It is fairly likely to happen.	High It is likely to happen.
		Likelihood of Harm Occurring		

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High , then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious considerations should be given to the validity of carrying out the activity at all. Regular monitoring of the activity should occur.

Version Control

Version Number:	Date of Change	Details of Changes	By:
1.0	Created 20.05.22	Created by: SJP	SJP
2.0	Changed 26.05.22	Amended	Sarah Sharman / SJP
3.0	21.02.23	Updated	SJP
4.0	05.02.24	Revised	S Sharman / C Bale