

Activities Covered by this Assessment		Leicestershire Music Concerts & rehearsals on various dates in 2025 / 2026		
Site Address / Location / Trip		St James the Greater Church, 216 London Road, LE2 1NE	Group / Team	Children & Family Services
Hazard (Something with a potential to cause harm)	Who might be Harmed & How?	Existing Controls (Consider Hierarchy of Control)	Further Controls Required (Consider Hierarchy of Control)	Residual risk (with all controls in place)
<b>Dropping off and picking up at venue</b>	There is a bus stop outside the church and on the opposite side of the roads. The church is on a main road. Everyone needs to be aware of traffic	<p>Use the Pedestrian Crossing outside of the venue to cross the road</p> <p>A member of LM staff will be at the main door to the building whilst students are arriving.</p> <p>Schools will be responsible for signing out their pupils and making sure they go home with their families or making sure they all go home with their school group.</p> <p>Schools will have a register of children with emergency contact details.</p>		Low
<b>Young person gets lost</b>	Young Person	Schools are responsible for their pupils at all times.	<p>Staff vigilance throughout the day.</p> <p>Staff accompanying the main group to be providing a visible presence for young persons.</p>	Low

<b>Fire and emergency evacuation</b>	Everyone in attendance of the event could be harmed by fire or intruders gaining access to the premises.	<p>Venue and LM staff responsible for explaining fire and evacuation procedures at the beginning of the concert.</p> <p>Awareness of all assembly points / meeting points.</p> <p>Emergency Evacuation routes are checked upon arrival to ensure that they are clear and working.</p>	School pupils and teachers will be told there is no fire alarm planned during their visit	Low
<b>Safeguarding</b>	<p>Young people attending the rehearsals and performance with families 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>Pupils could decide to run away from the event.</p>	<p>LM staff comply with their own safeguarding policies</p> <p>Venues to be checked at the end of the day 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>A list of LM Safeguarding team and contacts will be made available.</p> <p>A member of LM staff will be in the reception area during rehearsals.</p> <p>All staff are safeguarding trained.</p>		Low

<b>Student / staff safety and security</b>	Students and staff could be at risk of having minor accidents or mishaps which might occur in an unfamiliar environment	<p>Registers maintained throughout event</p> <p>Accidents are reported and recorded following County Council procedures</p> <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.</p>		
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To add more rows to the risk assessment, place the cursor within the last row right click and select insert row below.

Risk Assessor (s) Name(s):	Sarah Sharman	Risk Assessor(s) Signature (S):	<i>S Sharman</i>	
Authorised By:	Sarah Share	Authoriser Signature:	<i>S Share</i>	<b>Initial</b>
Date Conducted:	15 <sup>th</sup> May 2025	Date of Next Review:	May 2026	SS

Risk Rating Definitions	
<b>Low</b>	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.
<b>Medium</b>	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.
<b>High</b>	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 <b>High</b> , 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.

