



Barton Community Band

RISK ASSESSMENT – MUSIC AND DRAMA ACTIVITIES

Description of Hazard	Possible Risk of Hazard	Controls	Probability	Additional measures Required
Entry and Exit to the building	Risk of getting lost	All children should be dropped off / brought into the Corn Exchange Foyer by their adult (unless their adult knows that their child is making their own way to the class) where they will be met by one of the team and directed to the rehearsal room. On leaving the session, children are only allowed to leave once their adult has arrived to collect them. If they are leaving on their own, staff must be notified in advance and that the responsibility of the group ceases once the child has left the building. If someone else is coming to collect the child then this needs to be made clear to the staff and the person responsible appropriately identified.	Low	Staff will meet and greet the children on entry and exit (where possible) and not allow children to leave without an adult unless previous arrangements have been made. It may be necessary if it is someone unknown to the group to set up a password which is only known to the person collecting the child and has been agreed between the responsible adult (parent/carer) and the staff.
Music /Drama / Dance Activities	Risk of injury whilst undertaking music, drama or dance activities	Children are told to behave in a sensible manner at all times. Children should wear sensible clothes & shoes practical for the activity being undertaken. Children will be asked to remove items such as jewellery etc prior to workshop if deemed to be unsuitable. Children remain under control of staff and accompanying helpers at all times.	Low	Music, drama or dance session will be stopped if any child is seen behaving in a manner likely to cause injury to themselves or another.
Toilets	The Corn Exchange is closed to the public during these activities and there are both male and female toilets accessible from the activity room.	Pupils should not go to toilets without advising an adult from the group that this is where they are going.	Low	If staff see children going to toilets on their own without advising the persons in charge, then they should make sure that they speak to them to remind them of the rules for their own safety.
Movement between rooms where activities taking place	Risk of tripping, slipping, falling	All activities are to be held in one room. Children to move around between activities sensibly and as directed by the session leader.	Low	First Aid Kit and trained first aider (J Guy).

Breaks for lunch and drinks when participating in longer sessions including dress/technical rehearsals	Hunger, dehydration and needing rest	Space is identified and available for children to eat lunch / tea in and lunch/tea breaks are scheduled in for the session. Children can have access to their coats and bags at any time if food or drink is need during workshops / rehearsals.	Low	Staff should ensure that any child who needs to keep food or drink with them does so. Staff to ensure that all pupils bring a packed lunch and drink(s) with them if attending longer sessions.
SPECIFIC TO HAF FUELLED CHRISTMAS ACTIVITY SESSION	WALK CHILDREN FROM ONE BUILDING TO THE RESTAURANT (2 DOORS AWAY). ALL TO STAY IN DESIGNATED EATING AREA, TOILETS BEFORE AND AFTER TO AVOID NEEDING TO GO IN THE RESTAURANT.	IT IS HOPED TO TAKE THE CHILDREN TO THE IMAGINARIUM FOR THEIR LUNCH, ALL CHILDREN TO BE BRIEFED ON LEAVING THE CORN EXCHANGE BUILDING AND WALKING SENSIBLY TO THE RESTAURANT. ALSO THAT THEY CANNOT RUN AROUND THE RESTAURANT, SECTION CLOSED OFF FOR JUST OUR CHILDREN, TOILET VISITS TO BE SUPERVISED, CHECK TOILETS AND WAIT FOR CHILDREN IF NECESSARY	LOW	STAFF TO MONITOR AT ALL TIMES, USUAL EATING ROUTINES OBSERVED, BE AWARE OF MEMBERS OF THE PUBLIC IN THE RESTAURANT AT THE SAME TIME.
Handling Props and Equipment including Musical Instruments	Cuts, bruises, tripping	On occasions children have the opportunity to handle various props to do with creating characters and roles or to use musical instruments. Staff will ensure all props and instruments are safe to handle and will give appropriate guidance prior to sessions commencing with the session supervised at all times. Children will be expected to adhere to all the rules given to them by the staff in using the equipment/instrument correctly.	Low	The class will be stopped if any child is found to be using the props /instruments inappropriately, either in the way they are being handled, or by using them to cause injury or harm to another and they will be asked to sit out of the activity.
Attending workshop sessions provided by the group	Cuts, bruises, tripping, injury to limbs	Workshops carried out with the group will usually centre around music, drama, singing, dancing, arts and crafts. All activities will be risk assessed in line with our current risk assessment policy and any additional activities not covered will have their own risk assessment completed and attached to the session notes.	Low	Additional areas to watch out for and not covered in other sections of this policy are items such as scissors for craft activities. Items such as this will be supervised and counted out and in again.
Dancing	Injury to limbs	Prior to any exercise/ dance an appropriate warm up will be done and children checked for appropriate footwear and clothing.	Low	If any child does complain of injury, then they will immediately stop the activity and be checked out by a qualified first aider (J Guy). Appropriate treatment will be given in accordance with their

				membership form details and their adult informed asap. All injuries will be reported as per the Health and Safety Policy and recorded in the accident book held by J Guy.
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Signed:



Name: Jeanine Guy

Position: Safeguarding Officer

Date: 01/09/2025

(To be revised Sept 2026)

ADDENDUM – FUELLED CHRISTMAS 2025 ACTIVITY:

Activities which may take place during the Christmas activity day:

An additional note regarding the intended lunch arrangements have been added. If it is not possible to eat the lunch at the Imaginarium, then the food will be brought to the Corn Exchange and consumed there, as we have done in the past.

Dancing	Details above
Games	Details above
Drumming	Keep a close eye on noise levels to ensure no ear damage
Voice Over / Song recording	Wires/equipment, children supervised
Painting/crafts / making Christmas ornaments	All materials appropriate for use, children fully supervised, scissors etc counted out and back in again. Younger children assisted where necessary
Practical instrumental sessions	Instruments checked prior to use, instructions on how to use, make sure that they are checked again on return.
Drama	Children are challenged to try new things, but are monitored so that all abilities are catered for.