

Buzz Music and Arts CIC Risk Assessment for Music Activities

Activity Name: Music Education and Workshop Activities

Location: Schools, Community Centres, Various Venues

Date: Ongoing

Assessor: B Armstrong **Date of Assessment:** January 2025



Risk Assessment for Music Activities

Hazard	Risk	Risk Rating (Before Mitigation)	Mitigation Measures	Risk Rating (After Mitigation)
Physical Hazards	Trip hazards (cables, instruments)	High	Ensure cables are secured and do not cross walkways	Low
	Manual handling (moving equipment)	Medium	Provide best practice information for safe manual handling techniques	Low
	Electrical safety (instruments, amplifiers)	High	Regularly inspect electrical equipment for safety compliance	Low
Noise Exposure	Prolonged exposure to loud music/noise	High	Encourage ear protection for participants and colleagues; monitor and control sound levels ensuring the specific acoustics of the space used are taken into account.	Medium

Hazard	Risk	Risk Rating (Before Mitigation)	Mitigation Measures	Risk Rating (After Mitigation)
Fire Safety	Use of electrical equipment, emergency exits	High	Ensure all electrical equipment is PAT tested; identify and communicate emergency exits. Ensure equipment does not block exits.	Low
Safeguarding	Working with children and vulnerable adults	High	Implement Buzz Music safeguarding policy and provide training as appropriate.	Low
Health and Hygiene	COVID-19 precautions, general hygiene	High	Follow current COVID-19 guidelines; encourage good hygiene practices such as hand sanitizers/hand washing. Clean instruments and equipment as appropriate.	Medium
Security	Personal belongings, venue security	Medium	Advise participants to keep personal belongings secure; ensure venue security measures	Low

Emergency Procedures

Procedure	Details	Risk Rating (Before Mitigation)	Mitigation Measures	Risk Rating (After Mitigation)
First Aid	Ensure first aid kits are available at venues and venues have staff trained in first aid	High	Ensure colleagues know first aid procedures at venues being used.	Low
Fire Evacuation	Ensure fire procedures of venues used are known including awareness of actions and evacuation routes	High	Clear communication of actions and evacuation routes to colleagues.	Low

Procedure	Details	Risk Rating (Before Mitigation)	Mitigation Measures	Risk Rating (After Mitigation)
Incident Reporting	Implement a system for reporting and recording incidents and near misses- this should be in collaboration with venues used.	Medium	Establish a clear reporting system; encourage prompt reporting of incidents- in collaboration with venues used as appropriate.	Low

Review and Monitoring

Activity	Details	Risk Rating (Before Mitigation)	Mitigation Measures	Risk Rating (After Mitigation)
Regular Reviews	Conduct regular reviews of the risk assessment and update as necessary	Medium	Schedule quarterly reviews; update risk assessment based on feedback and new information. Ensure specific risk assessments for non-generic activities.	Low
Feedback	Encourage feedback from participants and staff to identify new risks	Medium	Implement a feedback system; act on feedback to improve safety measures	Low

In the moment risk assessment- to be used at venues when risk is identified

Activity	Risk (What could happen)	Risk Rating (Before Mitigation)	Mitigation Measures (what are you going to do to reduce the risk)	Risk Rating (After Mitigation)