

Concert Day at Stowmarket United Reformed Church: Risk Assessment

Saturday 19th March 10.45am - 9.30pm

The usual expected health & safety procedures will be in place, as for SC's weekly choir rehearsals at the URC.

Register of performers in the building

The names of choir members present will be recorded on arrival.

The names of soloists, orchestral players, speakers & other visitors present in the building will be recorded on arrival.

Stage and Seating Set-up in the church

Jim Sansom is the appointed Stage Manager; the junior helpers will follow his direction and Concert Manager Trisha Cole will be in attendance to supervise the young people's safety whilst they are working in the building.

Trip hazards

Stage and concert hall trip hazards will be identified and marked clearly. Leads etc. will be taped down.

Audience members

Aileen Mortimer is the Front of House Manager. A list of audience members who have booked seats in advance will be used, as is usual practice. 'Walk ins' will be logged.

Seating & movement around the church & building

Chairs will be carefully placed in the church. The movement of people around the church and the facilities in the building will be monitored, with sufficient Front Of House personnel & ushers in place.

Refreshments

The main hall has been provided for choir members as a large space for their use (and belongings) when not rehearsing in the church. Personal care will be advised when using the self-service drinks station at the kitchen counter.

Musicians' instruments & belongings

The musicians will store their instrument cases etc in the vestries at the back of the church. The Fison Hall will also be for the sole use of the orchestra.

First Aid provision

Choir member Janet Bowen is the designated First Aider for this event. Assistance can also be sought from Dr Simon Loughie (tenor) & Cybèle de Jong.

House announcement at start of concert:

The procedure will be outlined for exiting the building in case of emergency (eg fire).