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|  | RISK MANAGEMENT POLICY and Concert Risk Assessment | Concert Date | |
| | | Concert Venue | |

ITEMS THAT ARE APPLICABLE ARE SHADED AS FOLLOWS: GREEN - FULLY MET; AMBER - PARTIALLY MET; RED - NOT MET

| RISK MANAGEMENT POLICY and checklist | |
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| 1. In order to manage the risks associated with concerts and events, SPC will conduct a risk assessment prior to each concert or event. | 18.10.19 |
| 2. The risk assessment will consider (a) the Health and Safety risks and (b) the financial risks, associated with each concert. | 18.10.19 |
| 3. The Rehearsals and Events Officer will be responsible for preparing a Health and Safety risk assessment as part of the planning process for each concert, in conjunction with other members of the committee as appropriate. | 18.10.19 |
| 4. The Rehearsals and Events Officer will be responsible for checking that there will be a registered First Aider on duty at each rehearsal and concert venue and for making her/his identity known to members of the chorus and/or committee as appropriate. | 18.10.19 |
| 5. The Rehearsals and Events Officer will be responsible for checking the emergency evacuation procedure for each rehearsal and concert venue, and for sharing the appropriate details with members of the chorus prior to use of the venue. | 18.10.19 |
| 6. The Finance Officer will be responsible for preparing a financial risk assessment as part of the planning process for each concert, in conjunction with other members of the committee as appropriate. | 18.10.19 |
| 7. The Health and Safety and Financial risk assessments shall be presented to SPC committee for approval prior to each concert. | 18.10.19 |
| 8. Wider risks that may impact on SPC are assessed in the section on General Risk below; these risks will be re-assessed annually in October or thereabouts, or whenever changes in the prevailing situation may dictate. | 18.10.19 |
| 9. This Risk Management Policy will be reviewed annually in October or thereabouts. | 18.10.19 |

Statement following completion of the RA: The Policy was reviewed and Risk Assessment completed at the SPC committee meeting of Trustees on 18 October 2019. Compliance is designated by the RAG colours shown. Amber items were completed, but not by the designated officer. Red items were not met.

ACTION REQUIRED: 1. J Oliver - acquire list of First Aiders; 2. J Oliver - share RA by email before each concert. 3. A Adams – review section 3 of document prior to Oct 2020.

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| SECTION ONE: GENERAL RISK ASSESSMENT (UPDATED ANNUALLY) | | | | | | |
|--|---|---|------------------------------|--|--------------|--|
| Impact | 1 = insignificant/trivial, 2 = minor, 3 = moderate, 4 = major, 5 = catastrophic | | Likelihood of risk occurring | 1 = improbable, 2 = unlikely, 3 = possible, 4 = likely, 5 = almost certain | | |
| Risk (who may be affected) | Control measures <i>Measures in place to stop the risk occurring. Rules or precautions already in place</i> | Action to mitigate risk <i>Further reasonable actions to reduce the likelihood of the stated risk</i> | Impact (I) | Likelihood (L) | Risk (I x L) | |
| Inability to respond to an accident or illness during a rehearsal, concert or event. | A number of chorus members are/were GPs/nurses or First Aiders in their work place; these step in as needed. Venue policies require venue staff to administer First Aid. | Maintenance of a list of chorus members willing and able to act as First Aiders in the event of an accident or sudden illness. | 4 | 2 | 8 | |
| Inability to inform family of chorus members who have an accident or illness during rehearsal, concert or event. | Most chorus members have personal friends who know the relevant contact numbers and would be able to contact family and/or friends in the event of an emergency. | Maintenance of an up-to-date list of emergency contact numbers for each member of the chorus | 3 | 2 | 6 | |
| Inability to pay creditors due to dwindling financial resources | Reserves Policy: SPC will maintain sufficient reserves to pay the bills for one complete season. Careful financial management. | During the season which spends the reserves, take urgent steps to either secure a sound financial footing, or to bring the affairs of SPC to a close. | 4 | 1 | 4 | |
| Loss of critical chorus data due to IT systems failure | Storage of official charity information by Administrator and Finance Officer on paper and on PC, backed up on a separate drive or SPC Dropbox or similar on-line facility | Regular back up of CIO and other pertinent chorus data held on personal computers by MD, Finance Officer, Membership Officer, Administrator. | 4 | 3 | 12 | |
| Failure to meet statutory duties | Charities Commission, General Data Protection Regulations and Equalities regulations checked annually to ensure compliance | Use of checklists and resources on Making Music website | 4 | 2 | 8 | |
| Inability to rehearse due to absence of MD or accompanist | Constitution includes a replacement strategy which provides for timely replacement of either MD or accompanist. | Establish suitable short term measure for use in emergency, using SPC member volunteers in place of MD and accompanist | 3 | 1 | 3 | |
| Inability to run SPC affairs due to failure to recruit key Officers. | Established practice whereby officers give a year's notice before standing down, to provide sufficient time for a replacement to be found. | Conduct key activities (eg, submission of CC returns) in pairs, so that there are always two people with the relevant knowledge and experience | 3 | 3 | 3 | |

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| Sheffield Philharmonic Chorus | RISK MANAGEMENT POLICY and Concert Risk Assessment | Concert Date | |
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| SECTION TWO: EVENT HEALTH AND SAFETY RISK ASSESSMENT (to be completed by Rehearsals and Events Officer prior to each event) | | | | | |
|--|--|---|-------------------------------------|--|---------------------|
| Impact | 1 = insignificant/trivial, 2 = minor, 3 = moderate, 4 = major, 5 = catastrophic | | Likelihood of risk occurring | 1 = improbable, 2 = unlikely, 3 = possible, 4 = likely, 5 = almost certain | |
| Risk (who may be affected) | Control measures <i>Measures in place to stop the risk occurring. Rules or precautions already in place</i> | Action to mitigate risk <i>Further reasonable actions to reduce the likelihood of the stated risk</i> | Impact (I) | Likelihood (L) | Risk (I x L) |
| Slipping over spilt drinks, scalding from hot drinks (performers, MD) | No breakable vessels in dressing rooms, drinks stored safely. Cold bottled drinks only on stage during rehearsals. No drinks on stage during performance. | Ensure all performers know, and adhere to, the rules about drinks, including water. | 2 | 2 | 4 |
| Tripping over belongings, cables, items on stage or in dressing rooms etc (performers, MD) | Belongings stored safely in allocated dressing rooms - hung up or stored at edge of rooms. Items stored safely on stage, cables kept out of thoroughfares. | Ensure performers know to store items and belongings safely so they can't be tripped over. | 2 | 2 | 4 |
| Tripping on stairs or on way onto stage (performers, MD) | Clear directions about use of stairs and assembling on stage, warning to avoid items and cables etc. | Ensure performers know they must follow directions about assembling on stage, avoiding any hazardous routes. | 3 | 2 | 6 |
| Evacuating inefficiently during emergency (performers, MD) | Clear evacuation procedure (venue staff) Performers and audience given venue evacuation procedure and routes. Venue evacuation procedures checked in advance. Procedures include registered blind performers and those with limited mobility. City Hall stage door porters told when stair climber user arrives and departs, since they are responsible for evacuation in the event of an emergency. | Ensure all performers know evacuation procedure and routes, and that they must keep the route clear. Ensure stair climber helpers know that City Hall stage door porters are responsible for evacuation of person using stair climber in the event of an emergency. | 3 | 1 | 3 |
| Falling on stairs or choir risers (chorus members who use stair climber to provide access) | Annual climber maintenance. Regular training of at least four operators. Careful placement of individuals on seating plan. Venue informed in advance of her/his position on stage, names of climber operators. Stage door porters told when s/he arrives and departs. | Venue staff informed of need for stair climber and accessible dressing room(s) in advance of first rehearsal at venue. Help from stair climber operators engaged prior to first rehearsal at venue. Evacuation procedures checked re climber.. | 4 | 2 | 8 |
| Tripping (performers with limited mobility, registered blind performers) | Sensible placement of individuals, and clear directions. Use of dressing room close to stage where available. Ensure venue know about registered blind performers and those with limited mobility. | Ensure all know to follow directions and keep access routes clear. Ensure advice sought from registered blind performers and those with limited mobility, and followed wherever possible. | 3 | 2 | 6 |

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| SECTION THREE: EVENT FINANCIAL RISK ASSESSMENT (to be completed by Finance Officer prior to each event) | | | | | |
|---|---|---|--|----------------|--------------|
| Impact | 1 = insignificant/trivial, 2 = minor, 3 = moderate, 4 = major, 5 = catastrophic | Likelihood of risk occurring | 1 = improbable, 2 = unlikely, 3 = possible, 4 = likely, 5 = almost certain | | |
| Risk (who may be affected) | Control measures (person(s) responsible) <i>Measures in place to stop the risk occurring. Rules or precautions already in place</i> | Action to mitigate risk (person(s) responsible) <i>Further reasonable actions to reduce the likelihood of the stated risk</i> | Impact (I) | Likelihood (L) | Risk (I x L) |
| Orchestra unavailable (self promoted concerts) | List of possible replacements to contact in case of last-minute cancellation (MD) | Hire replacements (Administrator) If unavoidable, cancel concert and claim insurance (Finance Officer) | 5 | 1 | 5 |
| Venue unavailable (self promoted concerts) | List of possible replacement venues in case of unavailability (Rehearsals & Events Manager) | Contact and hire replacement venue (Administrator) If unavoidable, cancel concert and claim insurance (Finance Officer) | 5 | 1 | 5 |
| Conductor unavailable (self promoted concerts) | Include replacement responsibility in contract (Administrator). List of possible replacements in case of last-minute cancellation (Rehearsals and Events Manager) | Contact and hire replacement (Administrator) | 4 | 2 | 8 |
| Soloist unavailable (self promoted concerts) | Include replacement responsibility in contract (Administrator). List of possible replacements in case of last-minute cancellation (Rehearsals and Events Manager) | Consult MD to find substitute (SPC Chair) Contact and hire replacement (Administrator) | 4 | 2 | 8 |
| Soloist unavailable (SIV/Halle concerts) | Contract template ready to complete and be sent to replacement soloist procured by Halle Concert Society (Administrator). | Ensure contract is sent to replacement soloist (Administrator) | 4 | 2 | 8 |
| Significant numbers of chorus unavailable | List of local choirs to contact if numbers fall unacceptably low (Rehearsals & Events Manager) | Contact local choirs to ask for reinforcements (Administrator) | 3 | 1 | 3 |
| Ticket sales poor | Effective marketing strategy, including 'poor sales' measures. (Marketing Officer) Reserves Policy (Finance Officer) | Ensure marketing strategy implemented (Marketing Officer). Cover deficit from reserves (Finance Officer) | 3 | 3 | 9 |