

	RICHMOND FESTIVAL CHOIR EVENT	n/a	RISK ASSESSMENT
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Hazard Area		Assessment Undertaken By:	
Activity	Richmond Festival Choir Event	Completed By	Heidi Pegler
		Signature	
Location	Duke Street Church, Quadrant Road, Richmond, TW9 1DH	Date	17/02/2026
		Review Date	

Risk Ranking:	
L	Low
M	Medium
H	High

Hazard		People at Risk	Risks	Pre control risk			Current Controls	Additional Controls	Post control risk		
				H	M	L			H	M	L
01	Safeguarding risks from adults on site	Young People	Adults who have not undergone any checks have unsupervised access to children.		✓		<p>Choirs are kept together and given an allocated space in the auditorium.</p> <p>Choir directors are advised to look after their students and their belongings at all times.</p> <p>Choir directors to take students in groups to the toilet.</p>	<p>Visiting choirs are supervised by their own staff who have undergone all checks.</p> <p>Choirs are based in the auditorium. Audience goes straight to the gallery from the entry point. Choirs and Audience are in separate locations.</p> <p>Audience will be using different toilets to choirs.</p> <p>At the end of the event individual school staff dismiss their own students.</p> <p>All adults of responsibility to be vigilant.</p>		✓	

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Hazard		People at Risk	Risks	Pre control risk			Current Controls	Additional Controls	Post control risk		
				H	M	L			H	M	L
02	Fire	Everyone	Risk of harm from fire			✓	<p>Fire prevention measures in place as part of site maintenance and in accordance with church fire risk assessment.</p> <p>An announcement about the fire evacuation procedure will be made at the start of each session for the audience and participants.</p>	<p>There will be a list of groups in the festival but choir directors should have their own individual registers of people attending.</p> <p>Audience numbers are controlled in accordance with regulations and tickets are booked on TryBooking to avoid having too many people in the building. Fire wardens/stewards at a ratio of 1:50 in agreed positions.</p> <p>Lead fire person briefs all stewards before the event as well as doing pre-checks.</p> <p>The meeting point in the event of an evacuation is the Little Green (opposite the Richmond Theatre)</p>			✓

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Hazard		People at Risk	Risks	Pre control risk			Current Controls	Additional Controls	Post control risk		
				H	M	L			H	M	L
03	Leaving the concert	Everyone	Young people might get lost or not reunited with parents			✓	Choir directors to have their own signing out procedures at the end of the event. Audience members are invited to come and collect any children at the end of the competition.	Steward on the desk to keep an eye out for people as they leave and not let any children leave unsupervised.			✓
04	Personal Belongings	Everyone	Belongings being lost or taken			✓	Everyone is asked to keep their belongings with them at all times or under their seat when they are performing – instructions are given prior to the event to choir directors.	Suggest that performers do not bring anything of great value with them. At the end of the event, choir directors will check their areas are clear and the festival organisers also will check for any lost property before leaving.			✓
05	Drops on stage; walking up and down stairs	Everyone	Injury caused by falling, tripping or fainting.			✓	Clear instructions are given to performers by their choir directors about taking care when moving around and during performance. Seats are provided for any singers who are unable to stand during the performance.	Anyone who is feeling unwell is advised not to perform.			✓

Additional information

There is a lift located at the side entrance to the church (Quadrant Road). This entrance should be used for anyone with disability issues.

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