



# Last Choir Singing

## Venue Specific Risk Assessment

To be used in conjunction with our General Risk Assessment.

### EVENT RISK ASSESSMENT

**Event:** Last Choir Singing – Primary School Choir Competition

**Venue:** Marine Hall, Fleetwood

**Organiser:** Last Choir Singing CIC

**Participants:** Primary school pupils

### Related policies

- Last Choir Singing Safeguarding Policy
- Last Choir Singing Photography Policy

### Key Information

- Children are performers and require supervision at all times.
- Chaperones remain responsible for their groups.
- Venue staff and event staff share duty of care.

**Date:** 15/02/26

**Assessed by:** Mark Walsh

**Review date:** 31/01/27

## Hazard: Stage Access

### Risk

- Trips or falls while entering or exiting stage.

### Who is at Risk

- Children
- Chaperones

### Control Measures

- Access routes explained during briefing.
- Children instructed to walk at all times.
- Chaperones positioned near access points.
- Stage entrances kept clear.

## Hazard: Backstage Areas

### Risk

- Trips over equipment or personal belongings.
- Congestion during group changes.

### Who is at Risk

- Children
- Chaperones
- Staff

### Control Measures

- Backstage kept clear of non-essential items.
- Bags stored in designated areas.
- Groups called in controlled numbers.
- Staff supervise transitions.

## Hazard: Toilets and Welfare

### Risk

- Children accessing public toilets unsupervised.
- Congestion in shared facilities.

### Who is at Risk

- Children

### Control Measures

- Exclusive children's toilet provided.
- Located in side prep room.
- Access supervised by chaperones.
- Directions provided during arrival briefing.

## Hazard: Movement Around Venue

### Risk

- Slips, trips, or collisions while moving between areas.
- Children becoming separated from groups.

### Who is at Risk

- Children
- Chaperones

### Control Measures

- Clear routes agreed with venue team.
- Groups moved in stages.
- Head counts before and after movement.
- Chaperones positioned at front and rear.

## Hazard: Audience Areas

### Risk

- Trips on steps or aisles.
- Obstructed walkways.

### Who is at Risk

- Children
- Audience members

### Control Measures

- Aisles kept clear at all times.
- Children briefed to remain seated unless instructed.
- Staff monitor access routes.

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### Emergency Procedures

- Venue emergency procedures followed at all times.
- Fire exits identified on arrival.
- Assembly point confirmed with venue staff.
- Any incident reported immediately to event control.

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### Monitoring

- Continuous supervision by chaperones.
- Event staff oversee stage access and movement routes.
- Issues addressed as they arise.



## RISK RATING

**Overall risk level:** LOW

Controls reduce risks to an acceptable level.

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## SIGN OFF

**Name:** Mark Walsh – Event Director

**Signature:** *Mark Walsh*

**Date:** 15/02/26