

EVENT: Music for Youth Proms
 VENUE: Royal Albert Hall
 TIMES: 0700-2300
 DATE(S): 27 & 28 November 2024

CIRCULATION OF DOCUMENT: MFY production team, venue,
 contractors, participants upon request
 RA obtained from all, contractors, venue

scale 1-5 scale 1-5

Activity at Risk	Risk to whom?	Likelihood	Magnitude	How is it managed?	How it is that management monitored / by whom, when and where?	Whose responsibility is it to review this/and when ?
Fire, explosion or other emergency	Participants, staff, contractors, volunteers, public	1	5	<ul style="list-style-type: none"> • Venue required to have evacuation procedure in place, which must have appropriate procedures for the disabled. • Venue required to have fire/explosion policy (such as no naked flames and all props must be flame proof). • Venue to provide first aiders and first aid facilities, MFY to organise first aiders if venue unable to provide. 	<p>MFY Director of Programmes requires venue to provide MFY with information on evacuation procedure and fire/explosion policy, to be stored in event H&S file, received no later than 1 month before the event.</p> <ul style="list-style-type: none"> • MFY Director of Programmes to request venue to provide MFY staff with onsite health & safety briefing on the day of the event. • MFY Director of Programmes to ensure that either the venue provides first aiders and first aid facilities or to organise them if not in place in venue, at least one month in advance of event. • MFY Director of Programmes must brief staff/volunteers not to obstruct entrances/exits/emergency exits on the day of the event and inform in writing in advance of the event group leaders/teachers that MFY requires them to ensure their group does not obstruct entrances/exits/emergency exits. • MFY Director of Programmes must ensure MFY complies with venue procedures and inform participants and staff in writing in advance of the event. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue.

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Vehicular movements	Staff, contractors, participants, public	2	3	<ul style="list-style-type: none"> For events with large numbers of vehicles arriving with performing groups venue to coordinate safe movement of vehicles according to venue policy, or MFY to provide staff to aide performing groups' vehicle movements, or MFY to inform participants, staff and crew that neither the venue or MFY will control traffic movement and participants, staff and crew should take utmost care when arriving at the venue. 	<ul style="list-style-type: none"> MFY Director of Programmes to establish whether venue has a traffic control policy and will be managing traffic movements, or deciding that neither the venue or MFY will be providing traffic control, this must be done at least one month prior to the event. Where the venue has traffic control staff, MFY Director of Programmes must brief staff on the day of the event and for staff arriving prior to the event inform them verbally in advance to follow direction of venue traffic control staff and to park only in designated areas. MFY Director of Programmes must inform group leaders/teachers in writing in advance of the event and staff and crew verbally on the day of the event of traffic control measures in place or that none are in place and request them to take care outside the venue. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue.

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Instruments/ electrical equipment with performing groups. Work equipment	Participants, staff, contractors, public	3	3	<ul style="list-style-type: none"> • MFY requires all electrical equipment to have been subject to a current portable appliance testing regime and be suitably marked as such. Certification should be available on request. • MFY requires suppliers of equipment and services to ensure that it is fit for purpose it is hired for. • MFY requires venue to have its own policy for its own equipment (lighting rigs etc). • MFY requires all groups to bring enough helpers to carry their own heavy equipment 	<ul style="list-style-type: none"> • MFY Director of Programmes to get risk assessments from all contractors and venue providing equipment on booking equipment/services. • MFY Director of Programmes to inform all groups in writing that any equipment they bring must have been subject to a current portable appliance testing regime at least one month before the event. • MFY Director of Programmes to inform performing groups in writing what procedure to follow to avoid instruments causing tripping hazard at least one month before event, ie specially designated area for instrument storage, keep instruments with them at all times. • MFY Director of Programmes to request in writing group leaders/ teachers to bring enough staff to lift heavy instruments safely and ensure their heavy instruments are properly transported at least one month before the event. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue and on making the booking of equipment/contractors.
Hanging Banners	Participants, staff, contractors, public	1	4	<ul style="list-style-type: none"> • MFY requires hanging banners to be put up by venue staff. If venue does not have staff able to do this MFY should seek venue advise on how to put banners up. • MFY requires venues to advise MFY on any house policy for make up of hanging banners, ie must have certain number of eyelets, no metal poles allowed. 	<ul style="list-style-type: none"> • MFY Marketing Manager to ensure banners are examined on delivery to MFY and deemed fit for purpose. • MFY Director of Programmes and Operations & Finance Manager to inform venue that venue staff must hang our banners in accordance with their own policies and get venue policies on make up of banners on receipt of venue contract, or when booking venue. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue.

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Over crowding	Participants, staff, contractors, public	2	4	<ul style="list-style-type: none"> • MFY requires venue to have policy to avoid overcrowding and evacuation procedures in place. • Venue produces tickets, no one is allowed in as audience without tickets or performer passes. • MFY not to exceed backstage total dressing room/ venue capacity with groups it organises to perform, according to capacity figures provided by venue 	<ul style="list-style-type: none"> • MFY Director of Programmes requires venue to provide MFY with information on overcrowding policy and evacuation procedure at least one month before the event. • MFY to get venue and dressing room capacities from venue and organise groups to perform not exceeding these figures, obtain figures before allocating groups. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue.
Exposure to crowd disorder and personal violence	Participants, staff, contractors, public	1	4	<ul style="list-style-type: none"> • MFY requires venue security staff to deal with any problems, where such staff in place. • MFY always to seek advice from venue. • All MFY staff/crew never to put themselves in danger and to withdraw if their presence may inflame or prolong a dangerous situation. 	<ul style="list-style-type: none"> • MFY Director of Programmes to find out venue security arrangements on receipt of contract or on booking venue. • MFY Director of Programmes to seek venue advice in situ if any problems arise. <p>MFY Director of Programmes to brief staff on the day of event not to put themselves in danger.</p>	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue.

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Welfare arrangements	Staff, contractors, participants	2	2	<ul style="list-style-type: none"> • MFY to ensure arrangements are made in respect of staff/crew working hours, rest facilities, catering. • MFY to inform performing groups of venue facilities available to them, if no catering facility bring to their attention. • MFY to inform performing groups that MFY staff will not take responsibility for young participants who arrive unaccompanied at the event. 	<ul style="list-style-type: none"> • MFY Director of Programmes to oversee working hours of staff and ensure break periods are incorporated into the day and catering is provided where necessary, this should be done one month in advance of the event. • MFY Director of Programmes to inform in writing group leaders/teachers of venue facilities at least one month in advance of the event. • MFY Director of Programmes to inform in writing to group leaders/teachers that if it is necessary for a child to arrive separately from the group they must be accompanied by an adult (eg. parent/guardian) until they are united with the main group. MFY cannot be responsible for children who are unaccompanied because no adult group leader is present. 	MFY Director of Programmes must review this before engaging any staff and at least one month before the event.

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Cables	Staff, contractors, participants	2	2	<ul style="list-style-type: none"> • MFY crew to manage cables in such a way as to minimise risks, by keeping to the edge of staging and taping down where possible. • Contractors, venue, hire company to provide risk assessment covering management of cables. • MFY requires group leaders/teachers to inform performers to be careful on stage an not to run. 	<ul style="list-style-type: none"> • MFY Director of Programmes to get risk assessments from contractors, venue and hire company covering management of cables on booking. • MFY Director of Programmes to keep an overview of cable risk minimising at the event, checking cables throughout the day. • MFY Director of Programmes to inform in writing group leaders/teachers to tell performers to be careful on stage. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue and on making the booking of equipment/contractors.
Electricity including extensions	Staff, contractors, participants	2	4	<ul style="list-style-type: none"> • MFY requires all electrical equipment to have been subject to a current portable appliance testing regime and be suitably marked as such. • MFY requires suppliers of equipment and services including electricity to ensure that it is fit for purpose it is hired for. • MFY requires venue to have its own policy for its own electrical equipment and supplies. 	<ul style="list-style-type: none"> • MFY Director of Programmes to get risk assessments from all contractors and venue providing equipment and electricity on booking equipment/services on booking. • MFY Director of Programmes to inform all groups in writing that any equipment they bring must have been subject to a current portable appliance testing regime and be suitably marked as such at least one month before the event. • MFY Director of Programmes to get details of venue's policy for electricity provided on receipt of contract or on booking. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue and on making the booking of equipment/contractors.

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Noise levels	Contractors, staff, participants, public	3	3	<ul style="list-style-type: none"> • MFY staff/crew and contractors exposed to an average of 87 decibels or louder over a period of 8 hours to be provided with ear plugs. In venues where decibel measurement is not in place, ear plugs to be made available. • MFY requires venue to inform MFY of their own noise risk management policy. 	<ul style="list-style-type: none"> • MFY Director of Programmes to inform staff/crew ear plugs are available at event. • MFY Director of Programmes to get details of venue policy for sound levels on receipt of contract or booking the venue and ensure MFY complies with this policy on the day. 	MFY Director of Programmes must review this on receiving the contract for the event, or if no contract on making the booking of the venue and on the organisation of performing groups at the event.
Temporary staging structures	Contractors, staff, participants, public	2	4	<ul style="list-style-type: none"> • MFY requires contractor to be responsible for ensuring staging structure is fit for use. • Contractor Health and Safety Policy and Risk Assessments must be provided. • MFY will give detailed description of proposed usage to contractor. • Where no handrail on Rostrum stage and 'catwalk' instruct groups to be careful on the day and mark out corners of staging with white tape. 	<ul style="list-style-type: none"> • MFY Director of Programmes to get health and safety policy and risk assessment from contractors on booking. • MFY Director of Programmes to inform contractor of proposed usage before completing booking. • MFY production team to inform groups in advance or on the day of no handrail on rostrum and to take care. Also mark out corners of staging with white tape. 	MFY Director of Programmes must review this before making the booking with contractor and at least one month before the event.

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Adverse weather conditions	Contractors, staff, participants	3	1	<p>Event is all indoors, no performances will take place outside.</p> <ul style="list-style-type: none"> • MFY should advise massed ensembles to stagger arrival at venue so as to avoid very large numbers of participants arriving at once and having to queue in the rain. • Royal Albert Hall has a covered walk way all the way around the hall for participants to shelter under. 	<p>Head of Programmes to inform massed ensembles to stagger arrivals at venue a month in advance of the event. Also advise staff that on the day if it does rain they make sure groups are queuing under the covered walk ways.</p>	<p>MFY Head of Programmes must review this before making the booking with staging and equipment contractors and at least one month before the event.</p>
Pyrotechnics/ fire/smoke effects	Contractors, staff, participants, public	2	5	<ul style="list-style-type: none"> • MFY requires contractor to ensure that pyrotechnics/fire/smoke effects are fit for purpose. • Contractor must liaise with venue to meet venue health and safety requirements and must provide MFY with health and safety policy and risk assessment. 	<ul style="list-style-type: none"> • Operations & Finance Manager to get health and safety policy and risk assessment from contractor and inform contractor to liaise with the venue directly to meet health and safety requirements on booking the contractor. 	<p>MFY Head of Programmes Liz Coomb must review this before making the booking with contractors and at least one month before the event.</p>
Handling money	Staff, volunteers	2	3	<ul style="list-style-type: none"> • MFY staff/ volunteers should be made aware that they must not put themselves in danger. 	<ul style="list-style-type: none"> • MFY Head of Programmes must ensure that any staff or volunteers must be informed that if they are ever confronted by a member of the public they should never put themselves in danger and should release the money if it can get them out of a dangerous situation. 	<p>MFY Head of Programmes Liz Coomb must review this before engaging any staff and at least one month before the event.</p>

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Found Child	Participants, staff, volunteers, Contractors	3	3	<ul style="list-style-type: none"> • MFY requires the venue to have a found child procedure, if the situation arises that a child (under 18) is found without their group or an adult from the group and requires help in being re-united, MFY will comply with venue procedure. • MFY has a Safeguarding and Child Protection Policy which all staff, volunteers, crew and participating groups must be provided with copies of. 	<ul style="list-style-type: none"> • MFY Director of Programmes to find out from venue their lost child procedure and inform verbally or in writing all staff, crew and volunteers one month before the event. • MFY Director of Programmes must make Safeguarding and Child Protection Policy available to all staff, crew, volunteers and participants one month before the event. 	MFY Director of Programmes must review this on booking the venue and at least one month before the event.
Staff/helpers management and responsibility	Participants, MFY staff, public, Music Mentors,	2	2	<ul style="list-style-type: none"> • MFY requires MFY staff to know their roles and responsibilities on the day to deliver a successful event • MFY requires good supervisory systems in place for managing staff, particularly procedures to deal with complaints against staff. 	<ul style="list-style-type: none"> • MFY Director of Programmes must ensure that MFY Staff know their roles and responsibilities, and should be aware of MFY draft procedures for managing MFY staff and on the day, in advance of the event. 	MFY Director of Programmes must review this on engaging staff.
Disability discrimination	Participants, MFY staff, public, contractors	1	2	<ul style="list-style-type: none"> • MFY is an equal opportunities organisation and as such requires all of its events to be accessible to all participants. Venues must be accessible to everyone including those with disabled access needs, both in terms of getting into the building and the performing and dressing room areas. 	<ul style="list-style-type: none"> • MFY Director of Programmes must ensure venue is accessible to all on booking, including accessing the venue, the performing area and the dressing rooms, MFY equal opportunities policy should be referred to. • MFY Director of Programmes requires MFY staff to carry out checks on the day to ensure access is available (lifts working, ramps in place, nothing blocking entrances/exits) and must inform MFY staff verbally before the event. 	MFY Director of Programmes must review this on making the booking of the venues.

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Child protection	Participants, MFY staff, public, contractors	2	4	<ul style="list-style-type: none"> • MFY has a Safeguarding and Child Protection Policy which must be made available to participants, contractors, MFY staff. • MFY assesses all jobs and responsibilities of jobs to ensure those staff/volunteers who require an enhanced DBS disclosure go through this procedure. • MFY staff must be informed of their roles and responsibilities outlining good practice according to MFY's code of behaviour. • Where possible MFY will ensure the areas being used as dressing rooms are only accessible by participants, where not possible MFY will inform group leaders/teachers. 	<ul style="list-style-type: none"> • MFY Director of Programmes must ensure MFY's Safeguarding and Child Protection Policy has been sent to all group leaders one month in advance of the event and that MFY staff are familiar with the policy. • MFY Director of Programmes must oversee the review of assessment of jobs and responsibilities relating to the Schools Prom and ensure that anyone needing a DBS Check under goes this process, one month in advance of the event. • MFY Director of Programmes must find out whether dressing rooms are only accessible by participants, in advance of the event and where this is not the case must ensure that group leaders/teachers are informed either in writing in advance, or verbally on the day. 	MFY Director of Programmes must review this on engaging staff .
Other						

ASSESSOR 1: Kate Gardner

DATE OF ASSESSMENT: 04/10/2024

ASSESSOR 2: Phil Castang