

RISK ASSESSMENT

EVENT: 2023 Music for Youth National Festival

VENUE: Symphony Hall, Town Hall, CBSO Centre, Jennifer Blackwell Performance Space, Justham Howe rooms, Centenary Square Bandstand

TIMES: Various

CIRCULATION OF DOCUMENT:

DATES: 7th and 8th July 2023

MFY Production team, Venues, Contractors, Participants upon request

Scale 1-5 Scale 1-5

Activity at Risk	Risk to whom?	Likelihood	Magnitude	How is it managed?	How is that management monitored / by whom, when and where?	Whose responsibility is it to review this/and when?
Fire, explosion or other emergency	Participants, MFY staff, contractors, public, Music Mentors	1	5	<ul style="list-style-type: none"> • Venue required to have evacuation procedure in place, which must have appropriate procedures for disabled access. • 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 and first aid kit if venue unable to provide. 	<ul style="list-style-type: none"> • 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. • 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/MFY Production team 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 ensure MFY complies with venue procedures and inform participants and staff in writing in advance of the event. • The performance areas will be subject to an on the spot risk assessment after setup and before performances take place (Day Risk Assessment attached). 	MFY Director of Programmes must review this on making the booking of the venue and on a daily basis throughout the festival.

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Vehicular movements	Participants, MFY staff, contractors, public, Music Mentors	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 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, this must be done at least one month prior to the event. • Where the venue has traffic control staff, MFY Director of Programmes and MFY Office Manager 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 making the booking of the venue.
Instruments/ electrical equipment with performing groups Work equipment	Participants, MFY staff, contractors, public, Music Mentors	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 be responsible for the safety of their own equipment, which must be fit for purpose (music stands, chairs, piano stools, 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 and MFY Senior Production Manager to get risk assessments from contractors providing equipment on booking equipment/services. • MFY Programmes team to inform all groups in writing that any electrical equipment they bring must have been subject to a current portable appliance testing regime at least one month before the event. • MFY Programmes team 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 Programmes team 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 making the booking of the venue and contractors.

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Banners / Bunting	Participants, MFY staff	1	2	<ul style="list-style-type: none"> • MFY requires suppliers of banners and bunting to supply them fit for purpose (all poles supplied, no sharp edges, nothing broken, flame retardant). 	<ul style="list-style-type: none"> • MFY Marketing Manager to ensure banners are examined on delivery to MFY and deemed fit for purpose. • MFY Marketing 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 Marketing Manager to designate a member of MFY staff to place banners on the day if necessary ensuring no fire exit routes are blocked, according to venue advise on the day. •MFY Marketing Manager to oversee the correct and safe installation of bunting. 	MFY Marketing Manager must review on making the booking of the venue and ordering banners.
Overcrowding	Participants, MFY staff, contractors, public, Music Mentors	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, performers and helpers wear wrist bands, no one is allowed in as audience without tickets or passes. • MFY not to exceed 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 Director of Programmes to get venue capacities from venue and organise groups to perform not exceeding these figures. 	MFY Director of Programmes must review this on making the booking of the venue.

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Exposure to crowd disorder and personal violence	Participants, venue and MFY staff, contractors, public, Music Mentors	1	4	<ul style="list-style-type: none"> • MFY requires venue security staff to deal with any problems, where such staff in place. When the Festival Tent is in use, MFY will have contracted a security company to ensure people's safety. • 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 and MFY Senior Production Manager 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. MFY Head of Programmes and MFY Office Manager to brief staff on the day of event not to put themselves in danger. 	MFY Director of Programmes must review this on making the booking of the venue.
Welfare arrangements	Participants, MFY staff, contractors, public, Music Mentors	2	2	<ul style="list-style-type: none"> • MFY to ensure arrangements are made in respect of staff/Music Mentors 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 ensure working hours of MFY staff (including Music Mentors) have break periods incorporated into the day and catering is provided where necessary, this should be done two weeks in advance of the event. Also MFY Head of Programmes to ensure MFY Hall Supervisors oversee staff working hours on the day. • 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 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 on engaging staff and Music Mentors.

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Cables	Participants, MFY staff, contractors, public, Music Mentors	4	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 and not to run. 	<ul style="list-style-type: none"> • MFY Head of Programmes and MFY Senior Production Manager to get risk assessments from contractors, venue and hire company covering management of cables on booking. • MFY Head of Programmes to ensure MFY staff are informed of MFY cable risk minimising policy at the event. • MFY Head of Programmes to inform in writing group leaders/teachers to tell performers to be careful on stage. 	MFY Head 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	Participants, venue and MFY staff, public, Music Mentors, contractors	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 be responsible for ensuring safety of venue electricity provisions including extension leads. 	<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 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.
Noise levels	Participants, MFY staff, public, Music Mentors, contractors	3	3	<ul style="list-style-type: none"> • MFY staff/Music Mentors 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 ensure MFY staff and Music Mentors are informed ear plugs are available before the event. • MFY Director of Programmes to ensure MFY staff are informed of venue noise level risk minimising policy at the event. 	MFY Director of Programmes must review this on making the booking of the venues and contractors.

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Temporary staging structures	Participants, MFY staff, public, Music Mentors, contractors	2	4	<ul style="list-style-type: none"> • MFY requires venue/contractors to be responsible for ensuring staging structure is fit for use. • Venue/contractors Health and Safety Policy and Risk Assessments must be provided. • MFY will give detailed description of proposed usage to venue/contractors. 	<ul style="list-style-type: none"> • MFY Director of Programmes and MFY Senior Production Manager to inform venue/contractors of proposed usage on booking, and receive their Health and Safety Policy and Risk Assessments. 	MFY Director of Programmes must review this on making the booking of the venues and contractors.
Adverse weather conditions	Participants, MFY staff, public	3	2	<ul style="list-style-type: none"> • MFY requires electrical equipment to be protected in wet weather. • Caution when wet signage to be displayed. • Crew/staff to be advised to wear suitable clothing and footwear and use sunscreen. • MFY to provide water for staff/crew. • Advise performing groups to prepare for weather conditions with appropriate clothing and footwear and sunscreen. • Advise groups to bring water with them. 	<ul style="list-style-type: none"> • MFY Director of Programmes and will inform suppliers of electrical equipment that equipment will be used outside and should be supplied with suitable protection from the weather, on booking equipment. • MFY Director of Programmes to oversee booking of outdoor venue and ensure cover for performers is in place where appropriate. • MFY Director of Programmes to inform MFY staff to only use electrical equipment if protected from wet weather and display caution when wet signs for participants, on the day of event. • MFY Director of Programmes to ensure staff are advised to wear suitable clothing, footwear and use sunscreen, one month in advance in writing or verbally. • MFY Director of Programmes to inform group leaders/ teachers in writing to bring water with the group, in writing one month before event. 	MFY Director of Programmes must review this before making the booking with staging and equipment contractors and at least one month before the event.

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Pyrotechnics/ fire/smoke effects/special effects	Participants, MFY staff, public, Music Mentors	1	2	<ul style="list-style-type: none"> • MFY do not allow use of special effects at the National Festival, unless agreed in advance with MFY. Any groups wishing to use special effects must contact MFY in advance and a risk assessment must be completed. In the unlikely situation that an ensemble turns up with special effects on the day without prior contact with MFY they should not be allowed to use them, as no risk assessment will have been carried out on their use in that venue. 	<ul style="list-style-type: none"> • Director of Programmes to ensure that MFY staff are aware that special effects should not be allowed, including any naked flames, unless prior consent has been given by MFY. • Director of Programmes must assess all requests from ensembles wishing to use any special effects and where giving permission for their use must ensure a risk assessment is completed. 	MFY Director of Programmes must review this on making the booking of the venues.
Handling money	MFY staff	3	2	<ul style="list-style-type: none"> • For events where merchandise is sold or charity collections for MFY take place a separate and detailed risk assessment is to be created by MFY. • The risk assessment must ensure that staff/ volunteers are aware that they must not put themselves in danger. • MFY will have use of a safe which it will use to deposit the cash donations at the end of every day. 	<ul style="list-style-type: none"> • There will be nothing on sale by MFY staff during this event. MFY staff may handle a small amount of petty cash. MFY Director of Programmes will oversee allocation of petty cash and no one should have large sums (over £100) on them at any time. Any staff handling petty cash should be instructed to be discreet and never to put themselves in danger. • An MFY staff member will deposit cash in a safe at the end of every day, and twice throughout the week an MFY staff member will bank the donation money. 	MFY Director of Programmes must review this.

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Found Child	Participants, MFY staff, public, Music Mentors	3	3	<ul style="list-style-type: none"> • MFY requires 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 the venue procedure. • MFY has a Safeguarding and Child Protection Policy which all staff, Music Mentors and participating groups must be provided with copies of. • At outdoor performances where the area is open to any member of the public, MFY must inform group leaders of this and advise to arrange own procedures should children become separated from groups. 	<ul style="list-style-type: none"> • MFY Director of Programmes to find out venue 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 ensure participants performing on the outside stages are informed that these are in public areas which can be accessed by anyone. MFY cannot organise Found Child procedures for public areas, so they should make their own arrangements should children become separated from the group. They should be informed in advance of the event. 	MFY Director of Programmes must review this on making the booking of the venues.
Staff/helpers management and responsibility	Participants, MFY staff, public, Music Mentors	2	2	<ul style="list-style-type: none"> • MFY requires MFY staff and Music Mentors to know their roles and responsibilities on the day to deliver a successful festival. • 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 and Music Mentors know their roles and responsibilities, and should be aware of MFY draft procedures for managing MFY staff and Music Mentors on the day, in advance of the event. 	MFY Director of Programmes must review this on engaging staff and Music Mentors.

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Disability discrimination	Participants, MFY staff, public, Music Mentors, contractors	1	3	<ul style="list-style-type: none"> • MFY is an equal opportunities employer 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.
Child protection	Participants, MFY staff, public, Music Mentors, contractors	2	4	<ul style="list-style-type: none"> • MFY has a Safeguarding and Child Protection Policy which must be made available to participants, Music Mentors, contractors, MFY staff. • MFY assesses all jobs and responsibilities of jobs to ensure those staff, Music Mentors and volunteers who require an enhanced DBS disclosure go through this procedure. • MFY staff and Music Mentors 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 Child Protection Policy has been sent to all group leaders and Music Mentors 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 National Festival and ensure that anyone needing an Enhanced DBS Disclosure under goes this process, one month in advance of the event. • MFY Director of Programmes must ensure that information sent to Music Mentors informs them of their roles and responsibilities outlining good practice according to MFY's code of good behaviour, one month in advance of the event, and MFY staff must be briefed in advance of attending 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 and Music Mentors.

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Exhibition Stands	Participants, MFY staff, public	2	2	<ul style="list-style-type: none"> • MFY requires suppliers of stands to be responsible for ensuring they are fit for use. • Suppliers Health and Safety Policy and Risk Assessments must be provided. • MFY will give detailed description of proposed usage to suppliers. 	<ul style="list-style-type: none"> • MFY Director of Programmes and MFY Office Manager to inform suppliers of proposed usage on booking, and receive their Health and Safety Policy and Risk Assessments. 	MFY Office Manager must review with Marketing Manager this on booking stands.
Uncontrolled audience threat	Participants, MFY staff, public	2	3	<ul style="list-style-type: none"> • MFY always has a member of staff to oversee performances. • Staff are briefed on how to handle threatening situations. • MFY require venue suppliers risk assessments to be provided where necessary. 	<ul style="list-style-type: none"> • MFY Director of Programmes to brief satellite stage staff on security measure and what to do in case of emergency where appropriate. 	MFY Director of Programmes must review prior to Festival.
Disembarking of participants at Town Hall due to construction works	Participants, MFY staff, public - <ul style="list-style-type: none"> • Unexpected vehicle movements, lack of pedestrian footways, confusion over directions, increase in traffic in the coach drop-off point area, unclear road layout 	4	3	<ul style="list-style-type: none"> • All participants have been warned in the Health & Safety document. • All participants have been provided with a copy of Birmingham Council's detailed information about the construction works. 	<ul style="list-style-type: none"> • MFY Director of Programmes to monitor area daily by visiting the coach drop-off point. • MFY Head of Programmes to send out Health & Safety document to all participants. 	MFY Director of Programmes will review on a daily basis.

ASSESSOR 1: Kate Gardner, Director of Programmes

DATE OF ASSESSMENT: 24/05/2023

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ASSESSOR 2: Phil Castang, CEO

DATE OF ASSESSMENT: 25/05/2023