

EVENT: Festival 2024

CIRCULATION OF DOCUMENT: MFY production team, venue, local organisers upon request, contractors (if applicable) participants upon request

VENUE: Various

TIMES: Various

DATE(S): February - April 2024

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, public, Music Mentors	1	5	<ul style="list-style-type: none"> <li>• Venue required to have evacuation procedure in place, which must have appropriate procedures for the disabled.</li> <li>• Venue required to have fire/explosion policy (such as no naked flames and all props must be flame proof).</li> <li>• MFY do not make first aid provision at Regional Festivals - information about local accident and emergency should be supplied. Venue to organise first aid provision for their staff/volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff require Local Organisers to complete risk assessment information on evacuation procedure and fire/explosion policy. This should be stored in the event H&amp;S file, two weeks before the event. MFY Production staff require venue with no Local Organiser to provide information on evacuation procedure and fire/explosion policy before the event.</li> <li>• MFY Production staff to request venue to provide MFY staff with onsite health &amp; safety briefing on the day of the event if MFY staff are running the event.</li> <li>• MFY Production staff to must ensure either that signs detailing local accident and emergency contact details and directions are displayed in venue on the day or that staff and volunteers at the event know this information.</li> <li>• MFY Production staff to inform in writing in advance to the event group leaders/teachers that MFY does not provide first aiders at festivals and requires them to ensure their group does not obstruct entrances/exits/emergency exits.</li> <li>• MFY Production staff must ensure MFY complies with venue procedures and inform participants and staff in writing in advance of the event.</li> </ul>	MFY Production staff must review this on making the booking of the venues, and must consult with Director of Programmes, on review.

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Vehicular movements	Participants, staff, contractors, public, Music Mentors	3	3	<ul style="list-style-type: none"> <li>For events with large numbers of groups' vehicles arriving venue to coordinate safe movement of vehicles according to venue policy, or MFY to inform participants that neither the venue or MFY will control traffic movement.</li> </ul>	<ul style="list-style-type: none"> <li>MFY Production staff require Local Organisers to complete a risk management form on traffic control and uphold the safety of their staff/volunteers in advance of event.</li> <li>MFY Production staff must inform group leaders/teachers in writing in advance of the event of traffic control measures in place or that none are in place and request them to take care outside the venue.</li> </ul>	MFY Production staff must review this on making the booking of the venues, and must consult with Director of Programmes, on review.
Instruments/ electrical equipment with performing groups.  Work equipment	Participants, staff, contractors, public, Music Mentors	3	3	<ul style="list-style-type: none"> <li>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.</li> <li>MFY requires suppliers of equipment and services to ensure that it is fit for purpose it is hired for.</li> <li>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.).</li> <li>MFY requires all groups to bring enough helpers to carry their own heavy equipment</li> </ul>	<ul style="list-style-type: none"> <li>MFY Production staff require Local Organisers to complete a risk management form on equipment provided by the venue for use, two weeks in advance of the event.</li> <li>MFY Production staff to get risk assessments from contractors providing equipment on booking equipment/services.</li> <li>MFY Production staff to inform all groups in writing that any electrical equipment they bring must have been subject to a current portable appliance testing regime before the event.</li> <li>MFY Production staff to inform performing groups in writing what procedure to follow to avoid instruments causing tripping hazard at least one month before event, i.e. specially designated area for instrument storage, keep instruments with them at all times.</li> <li>MFY Production staff to request in writing group leaders/ teachers to bring enough staff to lift heavy instruments safely and ensure their heavy instruments are properly transported before the event.</li> </ul>	MFY Production staff must review this on making the booking of the venue and contractors, and must consult with Director of Programmes, on review

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Pop up banners	Participants, staff, contractors, public, Music Mentors	0	0	No MFY pop up banners are used		
Bunting	Participants, staff, contractors, public, Music Mentors	1	2	<ul style="list-style-type: none"> <li>• MFY requires bunting to be put up safely and effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY to make sure bunting at self promoted events is put up safely and effectively in accordance with our health and safety regulations regarding working at height.</li> <li>• MFY to as much as possible make Local Organisers aware that they should follow health and safety regulations regarding working at height when putting up bunting.</li> </ul>	MFY Production staff must review this on making the booking of the venues, and must consult with Director of Programmes, on review
Over crowding	Participants, staff, contractors, public, Music Mentors	2	3	<ul style="list-style-type: none"> <li>• MFY requires venue to have policy to avoid overcrowding and evacuation procedures in place.</li> <li>• MFY not to exceed dressing room/ venue capacity with groups it schedules to perform, working to capacity figures provided by venue</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff requires Local Organisers to complete a risk management form on overcrowding policy and evacuation procedure two weeks before the event, to be stored in H&amp;S file. Production staff requires venues with no Local Organiser to provide information on overcrowding policy and evacuation procedure two weeks before the event.</li> <li>• MFY Production staff must get venue and dressing room capacities from venues and ensure groups are scheduled not to exceed these figures. Figures must be obtained before allocating groups.</li> </ul>	MFY Production staff must review this on making the booking of the venues, and must consult with Director of Programmes, on review

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Exposure to crowd disorder and personal violence	Participants, staff, contractors, public, Music Mentors	1	4	<ul style="list-style-type: none"> <li>• MFY requires venue security staff to deal with any problems, where such staff are in place.</li> <li>• MFY always to seek advice from venue.</li> <li>• MFY staff/crew never to put themselves in danger and to withdraw if their presence may inflame or prolong a dangerous situation.</li> <li>• MFY staff/crew and Local Organisers should call police where this is felt necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff to find out venue security arrangements on receipt of contract or on booking venue.</li> <li>• MFY Production staff to brief all MFY staff in advance of the event not to put themselves in danger and to phone police if felt necessary.</li> <li>• MFY Production staff to advise Local Organisers to call the police if felt necessary to deal with any disorderly or violent members of the public.</li> </ul>	MFY Production staff must review this on making the booking of the venues, and must consult with Director of Programmes, on review
Welfare arrangements	Participants, staff, contractors, public, Music Mentors	2	2	<ul style="list-style-type: none"> <li>• MFY to ensure arrangements are made in respect of staff/Music Mentors' working hours, rest facilities, catering.</li> <li>• MFY to inform performing groups of venue facilities available to them. If no catering facility at venue, MFY to bring this their attention.</li> <li>• MFY to inform performing groups that MFY staff will not take responsibility for young participants who arrive unaccompanied at the event.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff to oversee working hours of MFY staff (including Music Mentors) and ensure break periods are incorporated into the day and catering is provided where necessary. This should be done two weeks in advance of the event.</li> <li>• MFY Production staff to inform in writing group leaders/teachers of venue facilities at least one month in advance of the event.</li> <li>• MFY Production Staff 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 (e.g.. 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.</li> </ul>	MFY Production staff must review this on making the booking of the venues, and must consult with Director of Programmes, on review

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Cables	Participants, staff, contractors, public, Music Mentors	4	2	<ul style="list-style-type: none"> <li>• MFY cables to be managed in such a way as to minimise risks, by keeping to the edge of staging and taping down where possible.</li> <li>• Contractors, venue and hire company to provide risk assessment covering management of cables where appropriate.</li> <li>• MFY requires group leaders/teachers to inform performers to be careful on stage and not to run.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff to get risk assessments from contractors, venue and hire company covering management of cables on booking.</li> <li>• MFY Production staff requires Local Organisers to complete a risk management form on the performance area two weeks in advance of the event.</li> <li>• Where there is no Local Organiser, MFY Production staff to ensure MFY staff are informed of MFY cable risk minimising policy before the event.</li> <li>• MFY Production staff to inform in writing group leaders/teachers to tell performers to be careful on stage and that ensembles are responsible for their own equipment on the day, in advance of the event.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review
Electricity including extensions	Participants, staff, contractors, public, Music Mentors	2	4	<ul style="list-style-type: none"> <li>• MFY requires all electrical equipment to have been subject to a current portable appliance testing regime and be suitably marked as such.</li> <li>• MFY requires suppliers of equipment and services including electricity to ensure that it is fit for purpose it is hired for.</li> <li>• MFY requires venue to be responsible for ensuring safety of venue electricity provisions including extension leads if provided.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff to get risk assessments from all contractors and venue providing equipment (where no LO) and electricity on booking equipment/services.</li> <li>• MFY Production staff require Local Organisers to complete a risk management form on venue electrical equipment provision.</li> <li>• MFY Production staff 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.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review

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Noise levels	Participants, staff, contractors, public, Music Mentors	3	2	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Venue LOs to complete risk assessment on noise level management.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff to look at time table for event and if Music Mentors are working for 8 hours or more organise ear plugs to be available should they want them.</li> <li>• If working in venues with no decibel measuring system Production staff should make ear plugs available for Music Mentors automatically.</li> <li>• MFY Production staff require Local Organisers to complete a risk management form on how they will manage noise levels.</li> <li>• MFY Production staff to ensure MFY staff are informed of MFY noise level risk minimising policy at the event, where no LOs in place, before the event.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review
Temporary staging structures	Participants, staff, contractors, public, Music Mentors	2	4	<ul style="list-style-type: none"> <li>• MFY requires venue to be responsible for ensuring staging structure is fit for use.</li> <li>• Venue and or Contractor Health and Safety Policy and Risk Assessments must be provided.</li> <li>• MFY will give detailed description of proposed usage to venue.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff require Contractors to provide and Local Organisers to complete a risk management form on temporary staging structures two weeks before the event.</li> <li>• MFY event manager to inform venue of proposed usage on booking.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review
Adverse weather conditions	Participants, staff, contractors, public, Music Mentors	3	1	<ul style="list-style-type: none"> <li>• Events are all indoors, no performances will take place outside. For venues with dressing rooms in another building participants should be advised of this.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff requires groups to be informed on arrival on the day if groups will need to go outside to reach dressing rooms.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Operations and Finance Manager, on review

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Pyrotechnics/ fire/smoke effects/special effects	Participants, staff, contractors, public, Music Mentors	1	3	<ul style="list-style-type: none"> <li>• MFY do not allow use of special effects at Regional Festivals. In the unlikely situation that an ensemble turns up with special effects they should not be allowed to use them, as no risk assessment will have been carried out on their use in that venue.</li> </ul>	<ul style="list-style-type: none"> <li>• Event Production staff to ensure that Local Organisers and MFY staff are aware that special effects should not be allowed, including any naked flames.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review
Handling money	-	0	0	<ul style="list-style-type: none"> <li>• Music for Youth does not sell anything at Regional Festivals. If venues do sell anything like refreshments this is entirely separate and not organised by Music for Youth and therefore Music for Youth cannot risk assess this.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY does not sell anything at Regional Festivals.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review

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Found Child	Participants, staff, contractors, public, Music Mentors	3	3	<ul style="list-style-type: none"> <li>• MFY requires the Local Organisers to have a Found Child procedure for the venue for a situation when a child (under 18) is found without their group or an adult from the group and requires help in being re-united.</li> <li>• Where no local organisers are in place MFY must have a Found Child procedure.</li> <li>• MFY has a Safeguarding and Child Protection policy which all staff, volunteers, Music Mentors and participating groups must be provided with copies of.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff require Local Organisers to complete a risk management form on Found Child procedure, two weeks in advance of the event.</li> <li>• MFY Production staff must ensure MFY staff are aware of MFY's Found Child procedure for events where there are no Local Organisers, in advance of the event.</li> <li>• MFY Production staff must make child protection policy available to all staff, Music Mentors, volunteers and participants in advance of the event.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review
Staff/helpers management & responsibility	Participants, staff, contractors, public, Music Mentors	2	2	<ul style="list-style-type: none"> <li>• MFY requires MFY staff, Music Mentors and Local Organisers to know their roles and responsibilities on the day to deliver a successful festival.</li> <li>• MFY requires good supervisory systems in place for managing staff, particularly procedures to deal with complaints against staff.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff must ensure that Local Organisers, MFY Staff and Music Mentors are aware of their roles by sending information to them in advance of the event.</li> <li>• MFY Production staff must make procedures for managing MFY staff on the day available to MFY staff, in advance of the event.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review

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Disability discrimination	Participants, staff, contractors, public, Music Mentors	1	2	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff 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.</li> <li>• MFY Production staff require MFY staff at venues where there are no Local Organisers to carry out checks on the day to ensure access is available (lifts working, ramps in place, nothing blocking entrances/exits).</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review
Child protection	Participants, staff, contractors, public, Music Mentors	2	4	<ul style="list-style-type: none"> <li>• MFY has a Safeguarding &amp; Child Protection policy which must be made available to participants, Local Organisers, Music Mentors, contractors and MFY staff.</li> <li>• MFY assesses all jobs and responsibilities of jobs to ensure those staff/volunteers who require an enhanced CRB disclosure go through this procedure.</li> <li>• MFY staff, Local Organisers and Music Mentors must be informed of their roles and responsibilities outlining good practice according to MFY's code of behaviour.</li> <li>• Where possible MFY will ensure the areas being used as dressing rooms are only accessible by participants. Where this is not possible MFY will inform group leaders/teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• MFY Production staff must ensure MFY's Safeguarding &amp; Child Protection Policy is sent to all group leaders, Local Organisers and Music Mentors two weeks in advance of the event and that MFY staff are familiar with the policy.</li> <li>• MFY Production Manager must review the assessment of jobs and responsibilities relating to the Regional Festival Series and ensure that anyone needing an Enhanced CRB Disclosure under goes this process, two weeks in advance of the event.</li> <li>• MFY Production staff must ensure that information sent to Local Organisers and Music Mentors informs them of their roles and responsibilities outlining good practice according to MFY's code of good behaviour, two weeks in advance of the event, and MFY staff must be briefed in advance of attending the event.</li> <li>• MFY Production staff must ensure that group leaders/teachers are informed either in writing in advance, or verbally on the day where dressing rooms are not only accessible by participants.</li> </ul>	MFY Production staff must review this on making the booking of the venues and contractors, and must consult with Director of Programmes, on review

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<i>Other</i>						

ASSESSOR 1: Kate Gardner

DATE OF ASSESSMENT: 06.12.2023

ASSESSOR 2: Louise Coates