SU3A A Cappella Group Risk Assessment

Carried out by: David Longson

Date of Initial Assessment: September 2021

Reviewed and revised: October 2026

What are the hazards?	***Who might be harmed and how***	***Already being done to control risks***	***Further action to be taken to control risks***	***Who needs to carry out the action***		
Spread of infections, including Covid, during singing and socialising	All members	We have chosen a large and airy rehearsal venue. Members to exercise caution regarding attendance if they are likely to have an infectious illness The venue has its own comprehensive Risk Assessment* in place, which complements the current document. This includes the hygiene of surfaces and touch points in the building.	Review constantly in the light of experience and in the event of any future health alerts nationally and locally.	Members		
Trip Hazards and other safety concerns	members	See below * Members will store belongings and equipment in a safe manner. All members should report any health and safety issues e.g. blocked/locked fire doors or escapes, faulty equipment or furnishings etc. to the Coordinator who should in turn report it to the Venue management.		members		
Kitchen area	members	See below * Members will ensure that the		members		

		area is kept in a clean and hygienic state				
Access to the building and room	members	See below * Members will exercise caution in areas where injuries could occur, such as on steps.		members		
Illness or injury during meeting	members	1. Emergency contacts list available. 2. Spond app contains contact details 3. Members should all carry emergency contact details, either in note form or on the lockscreen of their mobile phone		Coordinators Members Members		
Fire	members	Group Coordinators and all members should familiarise themselves with the venue's fire and evacuation procedures, in particular the location of fire alarms, exits and mustering points. Group coordinators should be prepared to dial 999 if the fire alarm system is not monitored and there is no venue representative on site. Group coordinator should take the attendance record to the mustering point and ascertain that all attendees are present and correct. No one should leave until this has been done. All members				

		must comply with any reasonable request from the venue management. If there is no venue representative on site Group Coordinator should wait until the Fire Brigade arrives				

The venue has a comprehensive Risk assessment, which is available on request from David Longson. It covers all the above points and many more, and all the risks have been addressed.

I have read the above Risk Assessment and agree to follow its recommended actions when attending meetings of the SU3A A Cappella Group