



## Risk Assessment for Martlesham Brass band practices

This document identifies any sources of risk that the band can foresee in connection with Martlesham Brass band practices held at St Michaels and All Angels Church and the 1st Martlesham Scout headquarters. It describes how the band will deal with the risks identified and who will be responsible for taking action.

Band name	Person undertaking assessment	Date of assessment	Proposed date of next review
Martlesham Brass	Paul Benyon and Chris Howard	Document reviewed by the band committee at their meeting on 3 Feb 2026 and reissued for use	3 Feb 2027

### Scope of activity, location and time

The key principles underpinning this risk assessment are:	Organisation	Type of activity	Date/time of Activity
To combine the risk assessments created previously (dealing with trips, fire, physical injury etc) with other documents covering risks identified during the COVID-19 pandemic into a single document that covers all risks associated with band practices.	Martlesham Brass (registered charity number 1100922)	Band practice	Friday evenings
	Locations		
	St Michael and All Angels Church, Martlesham Heath. IP5 3PL  1st Martlesham Scout headquarters, Martlesham Heath. IP5 3PL		

What are the hazards?	Who is at risk and how would they be harmed?	What is currently done to reduce/control the risk?	Risk level (High, Medium, Low)	What more can be done to reduce any risk?	Action by whom and by when?
<b>PLANNING AND PREPARATION FOR THE BAND PRACTICE</b>					
<b>Band members pass on illness at the practice venue</b>	All in attendance – transmission of infection	Band members who feel poorly may be advised not to attend the band practice if they are likely to pass on their illness to others.	L		Bandleaders
<b>ARRIVAL AT THE BAND PRACTICE</b>					
<b>Physical injury due to trip hazards</b>	All in attendance – trips, falls etc	On arrival, bandleaders will encourage band members to place equipment and instrument cases so that they do not present a trip hazard  Bandleaders will try to ensure that nothing is left in front of a fire exit	M		Bandleaders
<b>Physical injury due to moving equipment</b>	Bandleaders and those helping them	Bandleaders and those helping them may need to take care when carrying out the following activities:- <ul style="list-style-type: none"> <li>loading/moving/unloading the band trailer</li> <li>moving music crates and stand boxes</li> <li>carrying heavy instruments and drums</li> <li>accidentally dropping items</li> </ul>	M	All such activities will be supervised by a Bandleader wherever possible	Bandleaders
<b>DURING THE BAND PRACTICE</b>					
<b>Injury due to fire breaking out at the practice venue</b>	All in attendance could be injured, especially if band members are unaware of safety protocols or procedures relating to fire risk	Bandleaders will make sure that band members know what to do in case of fire. Specifically, we will evacuate the building by all available exits. Band members in the church will assemble on the green, whereas members in the Scout HQ will assemble on the green space in front of the building. A Bandleader will also call the emergency services.  If the band practice is held in the church, the Bandleaders will make sure that the side room fire exit door is unlocked before each practice starts	H		Bandleaders

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<b>Injury requiring first aid or medical attention</b>	All in attendance	A first aid kit and accident book are kept in the band storage cupboard in the church. There is also a first aid kit in the kitchen of the Scout HQ.  Details of any accident will be recorded in the accident book.  Members willing to provide first aid assistance are named in the band review which is circulated to the band committee before each meeting.	M	Band members may include doctors, nurses, first aiders and community responders.	Band Committee Band Secretary and Bandleaders
<b>Risk to children and vulnerable adults associated with Safeguarding issues</b>	Band members taking part in the band practice suffering harm and/or abuse	Band has a Safeguarding Policy which is reviewed annually  Bandleaders all receive SafeCIC training and are subjected to regular enhanced DBS checks	M		Band Committee and Bandleaders
<b>Injury due to loss of electrical power causing reduced light levels</b>	All in attendance	Emergency lighting is installed in both practice venues. Depending upon the likely cause of the problem, Bandleaders will consider evacuating the venue as described above for fire risk.	L		Bandleaders
<b>Discomfort or fainting due to building being too hot or cold</b>	All in attendance	We will adjust heating and/or increase ventilation by opening side doors	L		Bandleaders
<b>LEAVING THE BAND PRACTICE</b>					
<b>Physical injury due to moving equipment</b>	Bandleaders and those helping them	Bandleaders and those helping them may need to take care when carrying out the following activities:- <ul style="list-style-type: none"> <li>loading/moving/unloading the band trailer</li> <li>moving music crates and stand boxes</li> <li>carrying heavy instruments and drums</li> <li>accidentally dropping items</li> </ul>	M	All such activities will be supervised by a Bandleader wherever possible	Bandleaders

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<b>Physical injuries due to trip hazards</b>	All in attendance – trips, falls etc	Bandleaders will take appropriate actions to facilitate the safe departure of all attendees.	L		Bandleaders