



Risk Assessment for Martlesham Brass Concerts held at St Michaels

This document identifies any sources of risk that the band can foresee in connection with Martlesham Brass concerts held at St Michaels and All Angels Church. It also 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 concerts held at St Michaels and All Angels Church, Martlesham Heath.	Martlesham Brass (registered charity number 1100922)	Band concert	Various
Location	St Michael and All Angels Church, Martlesham Heath. IP5 3PL		

Risk Assessment for Martlesham Brass Concerts held at St Michaels (3 Feb 2026)

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?
PLANNING AND PREPARATION FOR THE BAND CONCERT					
Band members pass on illness at the concert venue	All in attendance – transmission of viruses	Band members who are poorly may be advised not to attend the concert if they are likely to pass on their illness to others.	L		Bandleaders
Audience members become ill as a result of attending the concert	All in attendance – transmission of viruses	It is assumed that audience members will attend our concerts at their own risk. No permanent record will be kept by the band of audience members who attend	L		
ARRIVAL AT THE CONCERT					
Physical injuries	All in attendance – trips, falls etc	<p>On arrival, band members will put instruments and cases in the room designated to their band. Rooms are normally assigned as follows :-</p> <p>Main band – Runway Cafe Intermediates – Large side room Preliminaries/Beginners - Small side room</p> <p>Surplus equipment and furniture will be moved from the side rooms to the back of the worship area beforehand. Players who are not playing at the start will usually sit in the audience and will be asked to assemble prior to the start of their performance slot</p> <p>All instrument cases will remain in allocated rooms for the duration of the concert</p> <p>Band members will be asked not leave anything in front of a fire exit, and both Concert Stewards and Bandleaders will try to ensure that exits remain unobstructed</p> <p>Bandleaders will try to control the flow of people whilst performing groups are swapping over</p>	M	Bandleaders will make sure that rooms are as clear as possible prior to the concert and will monitor the rooms allocated to their band	Bandleaders, Concert Stewards

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Physical injuries due to moving equipment	Bandleaders and those helping them	<p>Bandleaders and those helping them may need to take care when carrying out the following activities:-</p> <ul style="list-style-type: none"> • loading/moving/unloading the band trailer • moving music crates and stand boxes • carrying heavy instruments and drums • accidentally dropping items 	M	All such activities will be supervised by a Bandleader wherever possible	Bandleaders
DURING THE CONCERT					
Attendees unaware of safety protocols or procedures, particularly those relating to fire risk	All in attendance	<p>A short safety briefing will be given at the start of each concert by either the Concert Compère or a Bandleader, reminding all attendees of appropriate protocols and procedures</p> <p>Concert attendees will be made aware of what to do in case of fire. Specifically, we will evacuate the building by all the available exits onto the green. A Bandleader or Concert Steward will also call the emergency services.</p> <p>Concert Stewards will make sure that the side room fire exit door is unlocked before the concert starts</p>	H		Concert Compère, Bandleaders, Concert Stewards
Injury due to loss of electrical power causing reduced light levels	All in attendance	Emergency lighting will operate. Depending upon the likely cause of the problem, the Concert Stewards and Bandleaders will consider evacuating the building as described above for fire risk.	L		Bandleaders, Concert Stewards
Discomfort or fainting due to building being too hot or cold	All in attendance	We will adjust heating and/or increase ventilation by opening exit doors	L		Bandleaders, Concert Stewards

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Other injury requiring first aid or medical attention	All in attendance	<p>A first aid kit and accident book are kept in the band storage cupboard in the church. These will be placed in the church foyer before each concert starts</p> <p>Members willing to provide first aid assistance are named in the band review which is circulated to the band committee before each meeting.</p> <p>Bandleaders will ensure that at least one of these members is present at each concert.</p> <p>Details of any accident will be recorded in the accident book.</p>	M	<p>Band members may include doctors, nurses, first aiders and community responders</p>	<p>Bandleaders, Band members trained in first-aid</p>
Risk to children and vulnerable adults associated with Performance Licencing and Safeguarding issues	Band members taking part in the band concert suffering harm and/or abuse	<p>The band has a Safeguarding Policy which is reviewed annually</p> <p>Bandleaders all receive SafeCIC training and are subjected to regular advanced DBS checks</p> <p>The band has at least two people trained via the BBE BandSafe scheme and makes use of the BBE BOPA to license performances by school age children (up to end of year 11).</p> <p>At least one BandSafe trained person must be present at each concert when the BBE BOPA is used.</p> <p>At least one DBS-checked Supervising Adult will also be present, with a minimum ratio of 1:12 being maintained between the adults and the children they supervise.</p>	M	<p>The band notifies Suffolk County Council whenever the BBE BOPA is used and will display the certificate issued by the BBE for the event. Our Safeguarding arrangements may therefore be inspected at any time by either SCC or the BBE.</p>	<p>Bandleaders, Supervising Adults, BandSafe trained adults</p>

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AFTER THE CONCERT					
Physical injuries due to trips, falls etc	All in attendance	The Concert Compere, Concert Stewards and Bandleaders will take appropriate actions to facilitate the safe departure of all attendees.	L	<p>Concert Stewards may open the exit doors at the side of the church at the end of the concert to make it easier to leave the venue safely</p> <p>Attendees will be reminded to make sure they take everything with them to minimise trip hazards etc.</p>	Concert Compère, Concert Stewards, Bandleaders,