

## Risk assessment - Core Sessions

Potential hazard or risk	Who is at risk	Probability	Impact	Risk score	Potential impact	Measures to prevent	Responsibilities
1. Lots of equipment - trip hazard	Participants, staff, musicians	2	4	8	Could cause injury	To ensure equipment is kept out of the way and tidy, use tape for cables if necessary	Musicians
2. Lots of equipment - potential for damage	MC & Musicians	3	1	3	Difficulty in replacing has a financial impact on charity	Musicians to make sure equipment kept away from participants and out of harms way e.g not on the floor, away from drinks, wheelchairs	Musicians
3. Overcrowding at venue, reducing accessibility	Participants, staff & musicians	2	2	4	Causes reduced accessibility	To ensure adequate passageways, exits easily accessible, fire exits not blocked	Musicians & care staff
4. Injury caused by damaged/badly functioning instruments	Participants	1	2	2	Causes injury	To make sure all instruments are safe & in good working order	Musicians
5. Transmission of illness	Participants, staff & musicians	1	3	3	Causes illness in a potentially vulnerable group in terms of participants	To exclude participants with potentially transmissible illness, e.g, norovirus Musicians to wash hands after and between sessions Musicians to use common sense re hygiene measures regarding shared instruments, using antibacterial wipes when indicated	Musicians & care staff

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6. Volunteers unhelpful or behave inappropriately	Participants & musicians	1	3	3	Causes anxiety amongst participants; damages the reputation of the charity	Volunteers to receive guidance/training; to be monitored by permanent staff; DBS checks to be made & kept up to date	Project Managers, Musicians & staff
7. Care/venue support/venue staff unsupportive/obstructive, difficulty with relationship between musicians and care staff	Participants & musicians	3	3	9	Causes anxiety & stress amongst all, disruption of sessions, reduced numbers able to take part	To ensure communication is good through discussion and meetings; training for care staff and musicians to ensure both parties understand issues	Project manager & musicians
8. Sessions causes issues/problems and alienates participants	Participants	2	4	8	Reduced numbers wanting to continue	To ensure sessions are appropriate by discussing with participants and looking at evaluation forms	Project managers
9. Spillages of drinks	Participants, staff & musicians	3	4	12	Causes injury; damage to instruments	Care to be taken when serving drinking especially hot drinks	Musicians Care staff
10. Visiting artists do not deliver as agreed	Participants & MC	1	2	2	Causes disruption to sessions	Visiting musicians to have a contract	Project Managers, Musicians
11. Conflict arises between group members	Participants	3	3	9	Causes anxiety and stress amongst all; session disrupted	Musicians seek to defuse. Staff & Volunteers to support anyone who is angry/distressed	Musicians, Staff & Volunteers

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12. Group members behave intrusively e.g they are overly tactile with others at the group	Participants, musicians, care staff & volunteers	3	3	9	Cause discomfort. May put people off coming	Musicians to lead by example - minimising affectionate physical contact and being firm with members who over step the mark. Low level concerns to be logged and shared, and to follow safeguarding procedures.	Musicians, carers who are supporting people who may not understand
13. Group members bear signs of physical or emotional abuse (as listed in our safeguarding policy)	Participants	3	4	12	Attention drawn to by other group members, embarrassment during sessions, difficulty, confusion, anxiety (etc.) in sessions	To ensure all involved in supporting participants are aware of our safeguarding policy and act in accordance with our procedures. low level concerns to be logged and shared, and to follow safeguarding procedures.	Musicians, project managers, designated safeguard lead