



Registered Charity No. 1178578

Risk Assessment – Battle

Music for the Memory – Session at The Emmanuel Centre, Battle

Date of Assessment - 26th February 2021

Date of Next Review - 25th February 2022

Reviewer Jackie Pelling

	Area of risk	Risk Possibilities	Control Procedures	Risk Ranking 1 (low) – 25 (high)
1.	Car Park	Uneven ground with steps leading up to the main building.	Ensure car users are parked within the designated parking area which makes access to the steps easier. Handrails on the steps should be used if necessary.	9
2.	Emmanuel Centre	The singing session is held on the 1 st floor. Access to the 1 st floor is either by stairs or by using the platform lift.	Ensure and encourage people who are unable to use or feel insecure on the stairs to use the platform lift. The lift takes a maximum of 3 people at any one time. There are signs in the lift door and inside the cabin that explain how to use the lift, with warning signs not to touch the sides as it operates.	9

3.	Singing Room	Slips, trips and trailing leads	Ensure trailing leads are covered. Leave a gap between the chairs for safe movement in and out of the singing area.	9
4.	Refreshment area	Scalds from hot water	Adult volunteers only to make hot refreshments. The trolley must be used to transport hot refreshments from the refreshment area to the refreshment lounge.	4
5.	Refreshment lounge	Scalds from hot refreshments	Carers advised to help their charges if necessary	4

To carry out a risk ranking simply multiply the likelihood by the severity,

Likelihood	Severity				
	Trivial	Minor Injury	Over 3 Day Injury	Major Injury	Incapacity or Death
Highly Unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Probable	4	8	12	16	20
Certain	5	10	15	20	25

After the multiplication you will be left with a number from 1 to 25 which you can match against the following table to get the Residual Risk i.e. the risk that remains after the controls are in place.

Priority

- 1 Urgent Action - (Risk no 15 - 25)
- 2 High Priority - (Risk no 10 - 12)
- 3 Medium Priority - (Risk no 5 - 9)
- 4 Low Priority - (Risk no 2 - 4)
- 5 Very Low Priority - No Action Required (Risk no 1)

e: music4thememory@gmail.com
w: www.musicforthememory.net

Torwood Lodge
23 Collington Rise
Bexhill
TN39 3RS