

Event Health & Safety Hazard Plan for Choirs

Choir name					
Event / Concert					
Location(s)					
Document prepared by		Date prepared		Number of participants	
ROLES:	NAME:	PHONE:	EMAIL:		
Choir Health & Safety Rep					
Venue Rep					
Choir coordinator roles			Subcontractor(s) and roles		
Volunteers and roles			On the day communication procedure		
Medical and first aid procedure					
Event Description					
Incl timing for rehearsal, performance duration, any special notes re staging...					

Hazard Identification and Plan of Control

Hazard – what could go wrong? <i>People, Equipment, Environment</i>	Significant? Y/N	Eliminate (E) Isolate (I) Minimise (M)	Controls in Place/ Action Required – How could we prevent it?	Responsibility	Date Completed
Pack-In Hazards e.g. moving vehicles, manual handling (e.g. shifting piano), work at heights etc.					
Event Hazards e.g., electrical, set or staging props, noise, lasers, trips, falls					
e.g. ensure that all electrical equipment is up to NZ safety standards.					
e.g. Electric leads, taping needed			Stage set-up responsibility		
e.g. movement in darkness/dim light – trips & falls					
Staging/Structures e.g. riser stability, size and weight, orchestra pit, balconies, temporary structures, scaffolding					
e.g. Choir risers and music stands			Stage crew check that the risers have been joined together safely and that they are secure to stand on.		
High Risk Hazards e.g. confined spaces, hazardous substances, moving set pieces					
Environmental Hazards e.g. exposure to weather e.g. UV, heat, cold, level of light					
People Hazards e.g. age, fitness, children, skills, number - crowds, security					
e.g. Movement of students			Supervision		
General Hazards e.g. fatigue, hours of work, manual handling, lone working					
Site Specific hazards e.g. any hazards identified by venue that may impact on event/activities					

Pack Out e.g. moving vehicles, manual handling, shared workspaces, work at heights etc.						
	e.g. Unloading and loading of Choir risers					

Additional Health & Safety information relating to this event:

[Note any additional information]