


Step 1: Risk Identification		Step 2: Risk Assessment		Step 3: Risk Management			
List of Possible Risks	Likelihood H/M/L	Impact H/M/L	What are we already doing about it? (mitigating factors)	What more can we do about it?	Timescale	Person Responsible	Reviewed Level of Risk
Putting chairs/piano out	M	M	Allow plenty of time	Unfit members are excused	Ongoing	Secretary	
Trailing lead from piano	M	M	Wire taken behind piano	Purchase extension reel	Ongoing	Secretary	
Putting chairs/piano away	M	M	Help with stacking	Rehearsal manager?	Ongoing	Secretary	
Climbing/descending staging	M	H	Clear instructions at each concert Members with mobility difficulties sit at ground level	Ensure members follow instructions	Ongoing	Concert Manager	
Reviewed at 11 <sup>th</sup> May 2015		Next review due 11 <sup>th</sup> May 2018					
Signature of Committee representative							

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Cancellation of concert	L	H	Insurance for non-weather related issues Sufficient reserves developed to cover costs	Be aware of circumstances so if cancellation necessary it can be done early	Ongoing	Committee	
Failure of orchestra	L	H	Musical Director to find alternative		Ongoing	Musical Director	
Failure of concert	L	H	Good programmes arranged Publicity of reviews	Publicity to ensure ticket sales Active selling by members	Ongoing	Committee	
Loss of soloists	M	H	Musical Director to find alternatives		Ongoing	Musical Director	
Loss of conductor	M	H	Musical Director to provide list of 3 alternatives		Ongoing	Committee	
Loss of orchestra members	M	M	Musical Director to find alternatives		Ongoing	Musical Director	
Failure of printers	L	L	Arrange alternative supplier for programmes/fliers etc		Ongoing	Programme Manager	
Risk of breaking copyright	M	H	Tell choir members not to download		Ongoing	Committee	
Risk of damage	L	M	Insurance Good communication with choir and orchestra members		Ongoing	Committee	