



**Calderdale
Music**

Rotary
Halifax



Risk Assessment For Calderdale Choir Competition, Wednesday 30th April 2025 at Halifax Minster

Hazard/Risk	Person(s) At Risk	Person(s) Responsible	Action Required/Measures Taken
Trip hazards whilst moving around the building	Pupils and school staff CM Staff RCH Volunteers	CM Staff School staff	The Minster is an old building and floors may be uneven, schools are advised to take care when walking around the building. Aisles, corridors and fire exits to remain clear at all times. Routes around the building to be checked at the start of each day. Small doors to pews to remain closed during the event. Path up to additional toilets at Causey Hall are cobbled streets.
General Health and Safety	Pupils and school staff CM Staff RCH Volunteers	CM Staff	Rotary Club are providing hot drinks for adults including schools staff. These will be situated at the back of the building away from the children. Travel mugs only to be used. Schools are advised to take pupils to the toilet as and when they need to, as the scheduled break is only 10-15 minutes long. There is one disabled toilet at the back of the church. Additional toilets are available to use (2 male, 2 female) at Causey Hall. This is out of the building and up the road. Pupils and a member of school staff will be escorted to Causey Hall by RCH volunteers. The Minster is an old building and floors inside and outside may be uneven, schools are advised to take care when walking around the building. Paving area outside may be slippery when it's raining. Calderdale Music to provide bin liners to collect rubbish. CM staff and RCH volunteers to use choir school room downstairs to store belongings and equipment. No more than 5 people per pew. For children in Y2 (age 7 and under) we may fit 6.
Safeguarding/Security	Pupils CM Staff	CM Staff	School group leaders are responsible for their pupils. All CM staff and Rotary Club members to wear their ID badges so they can be easily identified. No public access to building during the event including parent/guardians of pupils attending.

			All CM staff and volunteers to wear ID badges so they can be easily identified and approached by pupils. All CM staff are DBS checked and have taken part in safeguarding training with past 12 months. Our DSLs are David Heywood (Director) and Julia Brook (Assistant Director). Please do not hesitate to approach these members of staff with any concerns, Pupils needing to use the toilets at Causey Hall will be escorted there along with a member of school staff.
First aid/illness	Pupils and school staff CM Staff RCH Volunteers	School staff CM Staff	Rotary Club will bring a first aid kit on the day. CM to identify first aid trained staff amongst schools. The choir school room downstairs can be used as a quiet area. If this is needed, school will need to be escorted by a member of Halifax Minster staff. There are stairs down to this room.
Evacuation Of Building Due To Fire Alarm Sounding	Pupils and school staff CM Staff RCH Volunteers	Halifax Minster Staff	Schools to sign in on arrival and confirm number of pupils and staff. Halifax Minster staff be stationed near fire exits at all time and will lead schools, CM staff and RCH volunteers out of the building through their designated fire exits. Halifax Minster staff will lead school groups to the meeting point at the Cenotaph around the corner. Schools to bring a register and check all their pupils are accounted for. CM staff/RCH volunteers will check numbers with each school. Wheelchair access is via the main entrance.