



Sherry Music Academy

UK REGISTERED CHARITY 1213504

Director: Sherry Shen, M.Ed, M.Perf

Registered Business Address: 1 Drive Mansions London SW6 5JB

RISK MANAGEMENT POLICY

Sherry Music Academy (SMA) policy is to make a suitable and sufficient assessment of the risks to the health and safety of students and teachers to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in SMA employment arising out of or in connection with SMA conduct or undertaking, for the purpose of identifying the measures required by SMA to comply with the requirements and prohibitions imposed under the relevant statutory provisions. **For specific Risk Assessments, please see Appendix A.**

Any self-employed person shall make a suitable and sufficient assessment of—

(a) the risks to his own health and safety to which he is exposed whilst he is at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking,

for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.

(3) Any assessment such as is referred to in paragraph (1) or (2) shall be reviewed by Sherry Music Academy or the self-employed person who made it if—

(a) there is reason to suspect that it is no longer valid; or

(b) there has been a significant change in the matters to which it relates;

and where as a result of any such review changes to an assessment are required, Sherry Music Academy or the self-employed person concerned shall make them.

A “relevant self-employed person” means a self-employed person who conducts an undertaking of a prescribed description for the purposes of section 3(2) of the Health and Safety at Work Act 1974.

(4) Sherry Music Academy shall not employ a young person unless it has, in relation to risks to the health and safety of young persons, made or reviewed an assessment in accordance with paragraphs (1) and (5).

(5) In making or reviewing the assessment, Sherry Music Academy who employs or is to employ a young person shall take particular account of—

- (a) the inexperience, lack of awareness of risks and immaturity of young persons;
 - (b) the fitting-out and layout of the workplace;
 - (c) the nature, degree and duration of exposure to physical, biological and chemical agents;
 - (d) the form, range, and use of work equipment and the way in which it is handled;
 - (e) the organisation of processes and activities;
 - (f) the extent of the health and safety training provided or to be provided to young persons; and
- (6) Where Sherry Music Academy employs five or more employees, it shall record—
- (a) the significant findings of the assessment; and
 - (b) any group of his employees identified by it as being especially at risk.

LONDON 2025

APPENDIX A - SAMPLE

RISK ASSESSMENT

Relevant Legislation: The Management of Health and Safety at Work Regulations 1999
SHERRY MUSIC ACADEMY MUSIC SUMMER CAMP, WYCOMBE ABBEY SCHOOL, 2025



KEY

(People at risk)		Likelihood (L)		Severity (S)		Risk Rating		
E	Employee	1	Very Low (rare/very unlikely)	1	Insignificant (nuisance/discomfort)	1-6	Low = L	Monitor
YP	Young Persons	2	Low (unlikely)	2	Minor (no lost time)			
P	Public	3	Medium (could occur/possible)	3	Moderate (time loss)	8-12	Medium = M	Monitor, review & reduce risk where possible.
C	Contractors	4	High (likely to occur/probable)	4	Significant (serious/incapacity)			
V	Visitors	5	Very High (near certain to occur)	5	Major (Death)	14-25	High = H	Further Action Required

1. Hazards identified and potential harm	2. People at Risk	3. Controls in Place	4. Risk Rating						
			L	S	Score	Risk			
VENUE - OUTSIDE									
Slipping on wet leaves, acorns	E, YP, P, C, V	Ensure paths clear of debris	4	2	8	M			
Lighting of Pathways and Car Park	P, E, YP, C	check suitable pathway lighting is on before events if needed.	1	3	4	L			
VEHICLES & CAR PARKING									
Walking in or crossing vehicle tracks	E, YP, P, C, V	SMA Camp members and visitors will be warned of the dangers of crossing the car park except for specific vehicle access, and then with caution. Pathways to be used at all times	4	4	8	H			
Vehicular risks	E, YP, P, C, V	All SMA camp visitors and parents will be alerted to WAS driving safety regulations							
VENUE - INSIDE									
Bottlenecks at entrances, possible collision points, potential for burns or cuts	E	Keep main kitchen doors closed to maximise passing space, warn guests of potential hot spot for collision	4	2	8	M			
Keeping fire doors shut	P, V, E	Regular checks to look out for propped doors, or non-sealed fire doors	2	2	4	L			
Tripping – Loose Cables	E, YP, P, V,	Good cable management, taping down cables with visibility tape. Roving unnecessary cabling.	2	3	6	L			
Tripping over Heating Grills, Raised carpets, Warped/Raised floorboards	E, YP, P, V,	Routine checks of all surfaces	2	3	6	L			
Slipping on Wet Floors (Kitchen)	E, YP, P, V,	Clean up spills as soon as is feasible to do so, warn others entering the space.	2	3	6	L			
Obstructions left in walkways	E, YP, P, V,	Its when out of use to be stored away in a designated area.	2	2	4	L			
Items above head height	E, YP, P, V,	Items above head height to be stored well and not be unstable	2	2	4	L			
Low head room	E, YP, P, V,	Place warning signs near areas with low clearance	2	2	4	L			

Items that could fall from shelving or on top of cupboards	E, YP, P, V,	Shelving is to be used only for weight/shape appropriate items. Items should not be stored on top of cupboards.	2	2	4	L
Plant Rooms / Machine Rooms / Fuse Boxes	E, YP, P, V,C	These areas are off limits	3	4	12	M
LIGHTING						
Emergency Lighting Systems failure, Unlit Emergency evacuation route	E, P, C, V	Report any concerns	2	2	4	L
Torches to be available	E, P, C, V	Safeguarding Lead	2	2	4	L
WASTE MANAGEMENT						
Waste Management – disposal of hazardous product or packaging	E, YP, C, V	Ensuring that these items are removed and disposed of in the correct bins up at the school	2	2	4	L
Transporting waste or recycling	E	Items to be left in designated bins for collection	2	2	4	L
STAFFING, SAFEGUARDING AND WELL-BEING						
Safeguarding an event	YP,	All staff are fully alert for the safety of students. Extra vigilance needed for: non-lanyard wearing people in restricted areas unauthorised photography of participants Unauthorised access by public	2	4	8	H
Unsupervised use of the hall by school pupils	YP	Pupils, should never be left alone in the hall and should not be able to gain access due to digital security measures.	2	2	4	L
Security of the estate and buildings.	E, YP, C, V	All SMA Camp members and (where appropriate) visitors will be instructed to close doors and windows as necessary, observe fire rules, and ensure the security of the buildings and their contents	2	2	4	L
Staff Wellbeing – mental and physical health issues caused through stress and work levels	E	All staff are routinely informed of the signs of health issues and what to look for during inset days and morning meetings	2	2	4	L
Storing alcohol securely	YP	Any alcohol must be locked away to prevent easy access by students	3	3	6	M
Food allergies	E, YP, C, V	The allergy status of each resident/guest will be checked and recorded before serving food and drinks	4	4	8	H
Smoking on site	E, YP, C, V	There will be a strict NO SMOKING policy	3	3	6	M
Engaging with Contractors	E, YP, P, C, V	SMA Camp members will be asked to avoid working areas and contractors as much as possible. Any necessary interaction should be channelled through the SMA Camp Manager	2	2	4	L
FURNITURE & EQUIPMENT						
Physical injury manipulating music stands, stacking chairs any item with a remote possibility of finger entrapment	E, YP	Promoting an awareness of care required when interacting with any object with mechanical components or edges.	3	4	12	M
Storage of sharp objects	YP	All sharp items to be locked away and not easily accessible to young people	2	2	4	L
Hot Urns and Hot Plates, general heat based hazards, boiling water	E, YP, P, V	Training visitors around the kitchen equipment, space restrictions and advise on limited numbers in bar/kitchen	3	4	12	M
RISKS TO CUSTOMER DEMOGRAPHIC						

Slip hazards – excessive rain on approach pathways, wet floors	P, V	Spills to be cleared immediately or captured in regular cleaning sessions	2	3	6	L
HYGIENE						
Unhygienic practices or lack of cleanliness leading to otherwise avoidable illness	E, YP, P, C, V, EM	Key workers educated in hygiene, storage and expiry dates and the importance of personal cleanliness handling consumables or sharing spaces.	2	3	6	L
Cleanliness of the facility where public and staff interact, ensuring that services are in good working order and that regularly, quality cleaning procedures are in place	E, YP, P, C, V	Constructive communication between housekeeping team and hall management, reporting of any oversight or planning ahead for particularly intensive periods – festivals.	2	3	6	L
FIRE SAFETY						
People at special risk	E, YP, P, C, V	Children are most at risk, as are visitors, the elderly and disabled people. Special attention will be paid to their fire risk needs	4	4	8	H
Removal of fire risks	E, YP, P, C, V,	Check heaters, lighting, and electrical equipment, cables, adaptors, etc.	4	4	8	H
Cooking risks	E, YP,	No use of the cooking facilities will be allowed without the supervision of a team leader (adult tutor)				
Storage of items that can create the conditions for fire.	E, YP, P, C, V,	Care is taken to maintain storage practices as advised by the fire brigade	2	2	4	L
Open flame, candlelight, lighters etc	E, YP, P, C, V,	No open flames are allowed	2	2	4	L
Fire Detection	E, YP, P, C, V,	WAS will maintain smoke detection system. An alarm check will be requested	2	2	4	L
Fire Fighting	E, YP, P, V,	1. Dial 999 2. The locations of WAS fire-fighting equipment will be briefed to all SMA staff	2	2	4	L
Evacuation Procedure.	E, YP, P, V,	Fire Evacuation processes as directed by the Fire Marshal will be briefed to Summer School Staff	4	4	8	H
Evacuating inner rooms	E, YP, P, V	Special attention will be given to creating clear avenues of escape from inner bedrooms	4	4	8	H
Meeting Point	E, YP, P, C, V,	Camp members will be organized into tutor-led groups. 1. Join group 2. Find tutor 3. Proceed to Meeting Point				
Emergency Signage	E, YP, P, C, V,	All participants will be familiarized with fire escape route signage	4	4	8	H
Failure of emergency Lighting	E, YP, P, C, V,	Torches to be available	2	2	4	L
Obstructions in evacuation routes	E, YP, P, C, V,	The corridors that have been identified as escape routes will be kept clear of obstructions	2	2	4	L
Ensuring various fire breaks are in order – doors, wall openings, seals etc	E, P, V	Ensure fire doors will not be wedged open or otherwise obstructed	2	2	4	L
FALLING FROM HEIGHT						
Falling on stairs, slipping on stairs	E, YP, V, P	Stairs are equipped with handrails and have anti-slip features.	2	3	6	M
Fences, walls, and playgrounds	E, YP,	SMA Camp members will be cautioned against careless play in the grounds, including climbing walls, fences and trees	3	3	6	M

MANUAL HANDLING						
Injury through lack of training or support	E	Staff must not attempt to move heavy items without assistance	4	4	16	H
FIRST AID						
Lack of qualified, certified key staff on events	E, YP, P, C, V,	Trained First-aid staff will be on hand	2	3	6	L
Treating accidents in situ		A 25-person St. John's Ambulance Standard Workplace First Aid Kit will be on hand				
EMERGENCY PLAN						
Participants panic, become disoriented or emotionally stressed	E, YP	Remain with designated Group leader Go to designated meeting point	2	2	4	L
SMA Emergency Manager	E, YP, P, C, V,	DAVID DAVIES 07846104 will be the primary point of contact for SMA in respect of all identified risks	4	4	8	H