The Live Karaoke Band

Risk Assessment and Method Statement (RAMS)

For indoor and outdoor live karaoke at weddings, corporate events, private functions and festivals in the UK. Covers travel, load-in, setup, soundcheck, performance with voluntary guest singing, pack-down and load-out.

Original assessment	28 July 2025 • Alistair Martin
Template revised	8 November 2026 • Revision 1.1
Next template review due	8 November 2027, or earlier if triggered below
Band contact	info@livekaraokeband.co.uk | livekaraokeband.co.uk

Using this RAMS

Before each booking, the band lead and venue or event representative complete the venue checklist at the end of this document. Confirm the controls, reassess any changed risks and agree who will close each action before the affected activity starts. Review the template annually and sooner after an incident, near miss, concern about a control or significant change in the work.

Responsibilities

Band lead Coordinate the RAMS and venue checks, assign duties, brief musicians and crew, confirm controls for band equipment and guest singing, and pause work or performance if conditions become unsafe.

Musicians and crew Follow the briefing, carry out assigned checks, use equipment safely, keep routes clear and report defects, incidents or changes promptly. Anyone can call for an immediate pause if they see danger.

Venue and event organiser Confirm who provides safe staging and suitable power, and who manages public access, crowd control, security, first aid and evacuation. Share site rules, emergency arrangements and any procedures for venue PA or staging. Name the duty contact and agree the stop signal with the band.

Competency and training

The musicians are self-employed. The Live Karaoke Band has provided no formal training to them. Before each event, the band lead must confirm that people have the skills and experience for their assigned tasks and check any evidence the venue requires. Arrange suitable instruction or assign the task to someone competent if a gap is identified.

Brief everyone on site hazards, controls, individual duties and the stop procedure. Record who attended and any actions at the end of this document. Confirm with the venue what evidence it requires where it has asked for training records.

Method Statement

1 Plan and brief Confirm the schedule, staging, power, access, participation plan and emergency arrangements with the venue. Share this RAMS and confirm who will check each control. Verify current public liability cover (the original assessment recorded £5 million) and relevant electrical inspection and test records before supplying evidence to the venue.

2 Arrive and load in Use the agreed parking and loading route. Keep guests clear of moving equipment. Check stairs, doors and surface conditions, then use trolleys or team lifts as appropriate. Place cases away from escape routes and public areas.

3 Set up safely Check the stage and access route with the venue. Secure stands and equipment, route or cover cables and visually check plugs, leads and equipment before use. Keep drinks away from electrical equipment. Connect only to an agreed suitable supply. Follow venue procedures for house PA and staging.

4 Soundcheck and final checks Check the sound at performance and audience positions as practical. Agree sound limits and curfew, set a safe working level and arrange hearing protection as needed. Check the guest route, lighting and microphone position before inviting singers.

5 Perform and supervise Invite willing singers in a controlled sequence, within the agreed stage limit. Use the agreed well-lit route and keep drinks off stage. The host monitors access and asks venue staff for help where needed. Use an agreed safe alternative, such as singing from floor level, if stage access is unsuitable.

6 Pack down and load out Wait until guests are clear. Switch off and disconnect equipment safely, then pack and remove it using the agreed route and handling controls. Allow enough time for pack-down. Check the area with the venue and record incidents or near misses before closing out.

When to stop guest participation

Decline or pause guest singing if someone appears too unsteady, intoxicated or distressed to take part safely, behaves aggressively, brings a drink onto the stage, or disregards safety instructions. Pause if access is blocked or poorly lit, a cable or spill creates a trip hazard, equipment or staging moves, the agreed stage limit is exceeded, crowd pressure builds, or supervision is unavailable.

The host stops inviting singers and signals the band and venue duty contact. Stop the music if needed to prevent harm or communicate clearly. Ask venue staff to help clear or manage the area. Resume only after the band lead and venue duty contact confirm the issue is resolved. If safe access or supervision cannot be restored, continue without guest participation only if the performance itself is safe.

Emergencies and show stop

For injury, fire, suspected electrical danger, unsafe weather or an instruction from the venue or emergency services, stop the affected activity or the show as appropriate. Alert the venue duty contact and follow the agreed first-aid, emergency call and evacuation plan. Keep exits and emergency access clear. Restart only when the venue duty contact and band lead confirm it is safe, subject to any emergency services instructions.

Risk Assessment

Score = likelihood (L) × severity (S). Likelihood per event is 1 unlikely, 2 possible or 3 likely. Severity is 1 minor injury or short-lived symptoms, 2 injury or illness requiring treatment or time off, or 3 fatal or life-changing injury or illness.

For low scores (1–2), maintain controls. For medium scores (3–4), verify controls and reduce risk further where reasonably practicable before proceeding. For high scores (6–9), stop or defer the activity until the risk is reduced and reassessed.

Before means without the listed controls. After assumes the controls are in place and effective. The scores are provisional for a typical booking. Record revised scores and actions for changed conditions or additional hazards in the venue checklist.

Activity and harm	People at risk	Controls and lead responsibility	Before L × S	After L × S
01 Travel Road collision or fatigue	Band and other road users	Drivers confirm appropriate insurance and experience driving the vehicle. Plan breaks on long journeys, allow enough time and arrange overnight accommodation or another driver if needed.	2 × 3 = 6 High	1 × 3 = 3 Medium
02 Manual handling Strains or back injury	Band and crew	Band and crew check the load and route first. Split heavy loads where possible, use wheeled trolleys where suitable and team-lift when required.	3 × 2 = 6 High	1 × 2 = 2 Low
03 Electrical setup Electric shock or fire	Band, crew and venue staff	Band lead checks applicable inspection and PAT records and tags against the annual testing schedule in the original assessment and any venue requirements. Users visually check equipment each time. Remove damaged kit from use. Venue confirms suitable power.	2 × 3 = 6 High	1 × 3 = 3 Medium
04 Optional haze Breathing irritation or reduced visibility	Band, guests and venue staff	Band lead uses haze only with venue permission, adequate ventilation and suitable manufacturer-approved fluid checked against its safety data sheet. Agree alarm and visibility arrangements with the venue. Stop if irritation or poor visibility occurs.	2 × 2 = 4 Medium	1 × 2 = 2 Low
05 Cables and gear Slips, trips or falls	Band, crew, guests and venue staff	Band and crew route cables away from walkways, secure with suitable tape or protect with cable covers where needed. Store cases clear of routes. Recheck after changes and deal with spills promptly.	3 × 2 = 6 High	1 × 2 = 2 Low
06 Sound levels Hearing damage or noise complaints	Band, crew, guests and venue staff	Band lead monitors levels, reduces volume or exposure where needed and follows venue limits and curfew. Make suitable hearing protection available to musicians or use correctly fitted isolating in-ear monitors at safe levels.	3 × 3 = 9 High	1 × 3 = 3 Medium

Activity and harm	People at risk	Controls and lead responsibility	Before L × S	After L × S
07 Guest singing Falls, trips, collisions or spills	Guest singers and people nearby	Host controls invitations, keeps drinks off stage and monitors access, capacity and behaviour. Band secures cables. Agree lighting, safe access and any stewarding with the venue. Apply the stop criteria in the method statement.	3 × 2 = 6 High	2 × 2 = 4 Medium
08 Fire Overheating, smoke or burns	Everyone present	Band uses equipment checked under row 03 and uses no pyrotechnics. Keep fire exits and escape routes clear. Venue confirms alarm, evacuation arrangements and first-aid contacts. Everyone follows venue procedures.	2 × 3 = 6 High	1 × 3 = 3 Medium
09 Outdoor performance Adverse weather, power faults or uneven ground	Band, crew, venue staff and guests nearby	Band and venue confirm suitable weather, stable level footing, appropriate stage cover and suitable RCD-protected power. Agree weather monitoring and stop thresholds before setup. Stop if wind, lightning, rain or water ingress makes conditions unsafe.	2 × 3 = 6 High	1 × 3 = 3 Medium
10 Communicable illness Including COVID-19	Everyone present	Band lead checks applicable public health and venue guidance. Brief on hygiene and replace unwell musicians before the show where possible, or revise the plan. Reassess for outbreaks or higher-risk settings.	2 × 2 = 4 Medium*	1 × 2 = 2 Low*
11 Pack-down and load-out Fatigue or handling injuries	Band and crew	Band lead allows enough time for pack-down. Keep the public clear, use the agreed route and apply the setup precautions for equipment handling, including team lifting. Recheck driver fatigue before leaving.	2 × 2 = 4 Medium	1 × 2 = 2 Low

Adjusting the Assessment for Each Venue

* Illness scores are examples for routine conditions. Likelihood and severity can vary with the illness, local conditions and people exposed. Reassess at each event as needed.

Recheck severity as well as likelihood where circumstances change. Examples include a high stage edge, exposed outdoor staging, an unfamiliar electrical supply, restricted evacuation routes or a larger audience. Record the affected activity, people at risk, revised controls, scores, owner and completion deadline.

Reference Guidance

Health and Safety Executive guidance on managing risk, event emergencies and show stops and portable appliance testing.

Venue Checklist and Event Approval

Complete for each booking. Enter OK, Action or N/A and record the agreed details. Assign an owner and deadline to each open action. Confirm that required controls are in place before the relevant activity starts.

Event and date	
Venue and address	
Duty contact (band)	
Duty contact (venue)	

Checks Before the Event

Confirm with the venue or organiser	Status	Details or action reference
Load-in and load-out times, parking, route and separation from guests		
Stage stability, lighting, safe access, guest limit and accessible alternative		
Power and RCD protection where needed. House PA and staging responsibilities.		
Cable routes and clear escape routes. Sound limit, monitoring and curfew.		
Guest route, host and stewards, drink rule and stop signal		
First aid and emergency contacts, alarm, exits, assembly point and who calls 999		
Outdoor cover, footing, weather lead and agreed stop thresholds		
Haze permission, ventilation, fluid and agreed fire alarm arrangements		
Public liability certificate and cover required. PAT records and competency evidence.		

Site Changes and Actions

Add rows as needed. Record additional hazards, changed controls and any conditions attached to proceeding.

Hazard and people at risk	Controls or action	Before / after	Owner and due	Closed

Briefing and Decision

Briefing record [Date / time, names attending and any follow-up]

Decision [Proceed / proceed with recorded conditions / hold affected activity]

Band lead [Name / date / time]

Venue or organiser representative [Name / date / time]