

Elder Conservatorium of Music



Guidelines for Ensemble and Performance Setup (Concert and Rehearsal)

The Elder Conservatorium has identified a potential manual handling risk in the setup of ensembles and performances for both concerts and rehearsals. This risk stems from the activity of staff and students regularly moving large amounts of equipment to setup for ensembles and rehearsals. This equipment can include a variety of loads, including but not limited to: amplifiers, speaker boxes, large instruments, chairs and risers.

To control this risk we have identified the following guidelines that must be adhered to in the setup of venues for Ensembles and Performances

- Where possible, staff and students must use the manual handling equipment (including a variety of trolleys) provided for the movement of heavy and/or awkward loads
- The set up of venues for Ensembles and Performances must be supervised by a staff member who has undertaken manual handling training
- Staff required to perform or supervise manual handling tasks associated with classroom setup must attend manual handling training (this is offered by Human Resources, please contact Steven Knopoff for more information)

All staff and students are encouraged to report any hazards they see in the work/study environment, including those involving manual handling in the setup of ensembles and performances.

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