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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Outreach Events - “Baby SUSO”** | | **Date** | **Academic year**  **2019/20** |
| **Club or Society** | **SUSO** | **Assessor** |  | |
| **President or Students’ Union staff member** | ***Sophie Blundell*** | **Signed off** | ***S.Blundell*** | |

| ***PART A*** | | | | | | | | | | |
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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Injury whilst moving the chairs and stands in schools. | Back strain from moving large numbers of chairs.  Crushing fingers.  Minor injuries from bumping into chair legs. | Those moving items around, and anyone nearby – school staff/ students. | **2** | **3** | **6** | Ensure chairs are only stacked a maximum of 8 high. Always use the trolley to move stacks of chairs. | **1** | **3** | **3** | Not required |
| Injury whilst moving heavy equipment and musical instruments. | Back strains.  Danger to feet when carrying heavy timpani drums. Crushing fingers.  Damaging expensive equipment | Those involved in moving the equipment and anyone nearby. | **3** | **4** | **12** | Timpani are to be moved using the wheels as much as possible. Have everyone organised into teams by the orchestra manager. Expensive instruments should be looked after by those that play them to ensure they are not mistreated in any way. | **1** | **4** | **4** | Not required. |
| Transporting equipment to locations. | Transporting instruments a long way can lead to neglect of risks due to fatigue. The potential impacts are the same as those in the section above. | Those involved in moving equipment, anyone nearby including members of the public. | **4** | **5** | **20** | Hire a van. Our preferred van driver is also trained and experienced in storing equipment safely in the van. This eliminates the risk to the public as well as reduces risk to those helping. Timpani, and if necessary the harp, should only be lifted in teams under guidance from the van driver. | **1** | **2** | **2** | Not required |
| Bumps and collisions whilst playing. Dropping instruments | Damage to instruments and potential for small injuries. | Anyone playing in the group. | **1** | **2** | **2** | Everyone is experienced with their instruments so the chances someone drops something are very low. The risk can be reduced further still by ensuring everyone has plenty of space. | **1** | **2** | **2** | Not required |
| Using the lift in turner sims to take percussion out. | Potential to catch fingers or cloths in moving parts. Potential to be crushed under the lift if it moves down whilst people are standing underneath it. | Anyone helping move equipment. | **3** | **5** | **15** | Complying by turner sims’ safety instructions should ensure no one is in any danger. (These include not riding in the lift when it is moving which eliminates the danger to fingers and to being crushed underneath it, continuously locking doors etc.) The lift also has safety fail-safes to ensure no one is harmed. | **1** | **2** | **2** | Not required |
| Travelling off campus | Logistics made more difficult by different environment, different amount of space available, transportation risks as identified above | Orchestra members especially committee in setting up | **1** | **1** | **1** | **Using a known rehearsal space for any rehearsals off campus; committee will be doing all set up/ pack down.** | **1** | **1** | **1** | Not required |
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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |