

Risk Assessment

Risk Assessment for the activity of	Light Opera Society Trip to Buxton 03/08/26 – 06/08/26		Date	27/07/26
Group name	SUSU Light Opera Society	Assessor	Fiona Sunderland	
Supervisor	Anhelina Musiiaka (President)	Signed off	SUSU use only	
Description of activity	Trip for LOPsoc to participate in The Unifest Competition Category of the International Gilbert and Sullivan Festival in Buxton, with a performance in the Pavillion Arts Centre on 04/08/26 • Travel will be between Highfield Campus and Buxton, Derbyshire. (All travel in the UK) • Accommodation: 4 Compton Road, Buxton, England SK17 9DN, United Kingdom • Significant Location(s): Pavillion Arts Centre (PAC). St John's Road, Buxton, Derbyshire, SK17 6BE (Theatre Address) • Participants: 22 (2 non-students with SUSU Membership). 3 Members travelling separately and meeting us there, additional 2 leaving separately			

PART A										
(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, Trips, Falls	Accident and/or Injury	- Students - Members of the public	1	3	3	– Group sizes reduced to ensure no large groups are formed. – Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot.	1	3	3	• Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here • Trip leader (Fiona Sunderland) is designated first aider

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Individuals getting lost while on the trip.	Distressed students	User.	2	3	6	– Everyone has been informed to stay in groups of three or more. – Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links	1	2	2	• The phone numbers of all attendees has been shared (whatsapp group and the phone numbers of the committee members in attendance have been given highlighted to everyone on the trip. • The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. changing location, service stops)

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Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	2	2	4	– Committee to review traffic/closure and any potential cancellations/diversions prior to the trip	2	1	2	- We are travelling with the intention of arriving 4 hours before any planned activities which allows times for delay - We are arriving the day before the show so have time to make alternative transport plans to make it if there are issues
Travelling around location	Large groups forming	- Students - Members of the public	3	2	6	– split students into smaller groups to avoid large groups forming	3	1	3	Organisers to familiarise self with location and destinations in advance. Itinerary provided where possible.

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Traffic- accident or collision	Death or major injury	- Students - Members of the Public	1	5	5	– Student drivers will be comfortable driving minibuses and have completed SUSU minibus test on top of possessing full driving license. – Verbal warning of risk – Encourage students to use pedestrian crossings wherever possible – Encourage students to travel in appropriate group sizes to ensure no large groups are formed – Walks on foot will be planned to avoid fast roads wherever possible.	1	3	3	• Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible – available here

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Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	Students	2	3	6	Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream	1	3	3	Should weather be deemed 'adverse' this tour will be cancelled

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Risk of Violent Crime, harassment and/or abuse	Accident and or injury	- Students - Members of the public	2	5	10	- Students will be encouraged to stay in groups at all time. - Stay away from large gatherings or demonstrations - Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk - Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety	1	5	5	- Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager - Committee to contact appropriate emergency services - Organisers to bring a first aid kit for minor injuries - Committee to complete SUSU Incident report as soon as possible – available here

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Loss of valuables	Lost items	- Students	2	2	4	– All attendees will be warned prior to the trip to keep valuables secure and hidden – Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone – Stay away from large gatherings or demonstrations –	1	2	2	N/A

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Inappropriate behaviour – from others or students	Distressed students, members of the public	- Students - Members of the public	2	3	6	– Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services – Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking e.g. do not leave drinks unattended, do not drink to excess, use licenced premises	1	3	3	• Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip • Ensure participants have appropriate insurance and access to mobile phone • Committee to complete SUSU Incident report as soon as possible – available here

Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions (such as food allergies leading to Anaphylaxis), an incident whilst travelling, or as a result of a poor response to a previous medical situation.	Student participants	3	5	15	– advise participants; to bring their personal medication (such as epi-pen where needed), what numbers to ring in an emergency, and that the priority is to first seek medical attention in country (not to call home first!) – Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) – Participants to inform committee / trip lead and/or restaurants of any allergies prior to the trip – Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines – Organisers to familiarise self and brief participants on local medical facilities	2	5	10	• Should an incident occur, Committee to contact appropriate emergency services • Student who have allergies to carry epi-pen and ensure they have told organisers where to find it • Organisers to bring a first aid kit for minor injuries • Committee to complete SUSU Incident report as soon as possible
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Specific medical events related to participants preexisting medical conditions that are likely to occur 2 members with FND (non epileptic Seizures) 1 member with Type 1 Diabetes	Minor or major injury, death. Hyper or hypoglycaemia. Hospitalisation.	Specific participants with conditions	5	5	25	– Extra insulin will be brought. Fridge in Airbnb to have designated space for open insulin – Spare insulin pump charger to be brought to theatre/when out – Share emergency protocols with cast members and venue staff – Will stop at services to ensure glucose level is checked and food is eaten, and generally insure opportunities for food breaks are given during activities – During afterparty/any drinking events, member is responsible for their own safety but sober committee to be extra vigilant and check in. – They will wear medical alert wristbands – Seizure protocols to be shared with all relevant members as well as theatre staff – If seizure happens on stage during show, show	5	1	1	•
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Participants	2	5	10	Committee to supervise meetings. Ideally, they will not drink to excess during the event. <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>	2	3	6	Members are responsible for their individual safety and are expected to act sensibly when walking around. If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

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Show set up and performance	Panic attacks, hyperventilation, emotional distress. Minor and major injuries Serious burns and smoke inhalation, possible loss of life or property damage Fatigue and Dehydration	Cast, crew, band, audience, general public	5	5	25	Additional risk assessment to be completed for the specific event				Risk assessment has been sent to the venue and will be sent to SUSU. Any incidents to be reported to SUSU.

PART B – Action Plan
Risk Assessment Action Plan

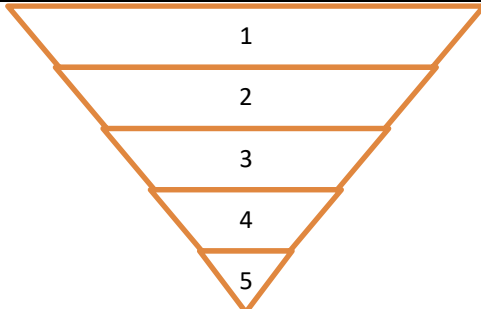
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

1	Separate Risk assessment to be completed for the theatre performance	Fiona Sunderland	20 th July	27 th July	Risk assessment complete and submitted to SUSU.
2	Participant briefing on health & safety before trip	Fiona Sunderland	20 th July	2 nd August	Meeting to be held with all participants with key information to be circulated in writing
3	Trip itinerary and details of hotel and theatre to be shared	Fiona Sunderland	20 th July	2 nd August	Itinerary has already been shared in draft form, final draft with addresses to be sent out.
4	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Fiona Sunderland	20 th July	20 th July	Complete
5	Organisers to check and pack a first aid kit	Fiona Sunderland	2 nd August	3 rd August	First Aid kit to be present in both minibuses plus additional first aid kit to take out.
6	Safety checks to be conducted on minibus before departure	Fiona Sunderland	3 rd August	n/a	
7	Checks to be done with members with medical need to make sure medical procedures are up to date. Regular check ins to be conducted and relevant people (eg venue staff) to be informed	Fiona Sunderland	27 th July	ongoing	Full printed document with protocols to be printed out available for reference
Responsible committee member signature:  Print name: Fiona Sunderland Date: 27/07/26					Responsible committee member signature:  Print name: Alice Bell Date: 27/07/26

Assessment Guidance

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

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					

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.

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

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.

Performance Specific Risk Assessment -

Risk Assessment			
Risk Assessment for the activity of	LOpSoc: The Sorcerer Buxton		Date 29/06/26
Group Name	Light Opera Society	Assessor	Fiona Sunderland
Supervisor	Anhelina Musiiaka	Signed off	
Description of event/activity	<i>Performance of The Sorcerer at the Pavilion Arts Centre in Buxton as part of the international Gilbert and Sullivan Festival.</i> <i>Note: A risk assessment has been completed for the trip as a whole, as part of the action plan this risk assessment has been completed for the performance specifically.</i>		

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Carrying Heavy Loads	Short- and long-term injury from incorrect lifting technique	X	4	4	16	- All LOPsoc members receive H&S and tech briefing, which includes manual handling training. - Members must ensure that they follow proper lifting procedure, reminding others when necessary. Ensure that the lift is planned beforehand, including route and destination and communicate this to all involved. - Ensure that all crew members are aware of their own capabilities and are not pushed to exceed them. - Members encouraged to use gloves, steel toe capped boots and other Personal Protective Equipment (PPE) when they deem necessary. - When carrying, breaks should be taken every 10m or where necessary	2	4	8	
Fixtures falling due to failure of rigging hardware	Wide range of injuries from falling objects	ABCGX	2	4	8	- All lighting/sound tech to be installed and operated by PAC staff or crew that has received briefing from staff - If crew notice bars/lights that are incorrectly installed then this should be reported to the nearest staff member of PAC.	1	4	4	

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<i>Falling set or materials</i>	Wide range of injuries from falling objects	ABCGX	4	4	16	- Avoid unstable stacking of sheet materials/set etc. especially in public areas.	2	4	8	
Truss / scenery collapsing	Wide range of injuries from heavy falling objects	ABCGX	4	5	20	- Ensure at the start of each show that foldable scenery is securely supported by stage weights and drilled pieces of wood. - All LOPsoc members receive H&S and tech briefing, which includes awareness of dangers of foldable scenery	1	5	5	
Spread of fire by combustible materials	Serious burns and smoke inhalation, possible loss of life or property damage	ABCGX	4	5	20	- Ensure that scenery, props and masking are built from inherently fire retardant materials if possible. - Alternatively, treat with suitable fire retardant. - Keep combustible materials away from sources of ignition.	1	5	5	During tech briefing, cast will be made aware of PAC fire procedures and muster points.

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Incorrect use of power tools	<i>Major injury from tools</i>	CX	5	5	25	- Ensure that all personnel using tools are properly trained and are competent to use them. - Tools should be plugged into a supply protected by an RCD circuit breaker or used with a standalone plug-in RCD. - Ensure tools are kept in a good state of repair and have not had safety features disabled, in accordance with PUWER. - Ensure tool is visually inspected before every use. - Work pieces should be properly secured/supported and guided/clamped in place. - Hands and hair should be kept clear of blades/bits/etc. - Appropriate PPE (e.g. eye protection, dust masks, ear defenders etc.) should be worn when using power tools.	2	4	8	- All powered tools will undergo regular maintenance and cleaning, with additional maintenance if faults are reported. This is to be done every 2 months due to their frequency of use. - Cast are only allowed to use battery powered drills for the purpose of undoing screws in set during a get-out.
Working under time pressure, in an unfamiliar environment/unfamiliar tasks.	<i>Panic attacks, hyperventilation, emotional distress.</i>	CX	3	3	9	- Trained welfare officer on production team who will be made known to the cast/crew during tech briefing. - Cast/crew instructed to alert someone if they are feeling overwhelmed and to take breaks when necessary.	3	1	3	

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Using paints / varnishes / solventbased chemicals	Respiratory distress (or long-term illness) or eye damage	CGX	4	3	12	- Follow instructions on containers and use in well-ventilated areas or outdoors when instructed to do so. - Take particular care with coatings that have a high VOC content, and only use in well-ventilated areas, or outdoors. - Wear respiratory PPE if necessary.	2	3	6	

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Injury from nails, needles, pins, splinters etc.	Minor puncture wounds	BCGX	4	3	12	- Nails / screws should be recessed or flush with surfaces. - Any protrusions should be covered to reduce the risk of injury and people should be made aware of the risk. - Appropriate, sturdy footwear to be worn at all times. - Plane or sand wood to remove splinters. - Exercise extra care when moving unfinished set pieces or dismantling set as splinters / protruding nails may be present; advise people to wear gloves. - Good housekeeping should be maintained e.g. stage should be swept regularly. - Costumers should take reasonable precautions to avoid injury from pins and needles, including being properly trained on the safe use of sewing machines etc.	2	3	6	
Risk of fire from electrical appliances	Serious burns and smoke inhalation, possible loss of life or property damage	ABCGX	4	5	20	- PAT (Portable Appliance Test) equipment according to industry recommendations. - Inspect equipment for signs of wear/damage before each use. - Use appropriate cables and fuses for installation.	2	5	10	Equipment that fails PAT testing or shows signs of damage is taken out of use and replaced or repaired by a competent person.

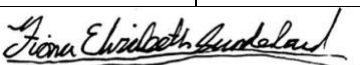
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Electric shock	Major cardiac injury from electric current	ABCX	4	5	20	- PAT (Portable Appliance Test) equipment according to industry recommendations. - Ensure that equipment has valid PAT certification / sticker if hired. - Inspect equipment for signs of wear/damage before each use. - Use appropriate cables and fuses for installation. - Equipment should only be serviced by those sufficiently competent and experienced to service them. - Lighting equipment should only be handled while live for focusing and extra care should be taken. - Inform all persons of the location of electrical isolator switches and nearest telephone for use in the event of an emergency.	2	5	10	- Due to the frequency and nature of their use, all electrical items are to receive a combined inspection and test every 12 months. Handoperated machinery and equipment that uses water (e.g. kettles) are to receive a combined inspection and test every 6 months.
Trip hazards (e.g. cables and set)	Grazes and sprains from tripping	ABCGX	5	3	15	- routing cables across walkways if possible (e.g. by taping over doors etc.). - Tape cables down where they have to be run across floors. - Ensure fire exit routes are kept clear of obstructions. - Clearly mark hazards. - Ensure that good housekeeping is maintained. - Ensure tools and fixings are not left on the floor when not in	2	3	6	

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Loud noise	Hearing damage from noise	BCX	4	4	16	- Avoid excessive volumes. Where excessive noise levels are necessary limit the time period, and ensure that only necessary personnel are in the vicinity. - Advise the use of ear plugs if the noise level is above 87dB(A). - Ensure persons operating sound equipment are sufficiently trained and competent. - Follow industry good practice and advice from HSE.	2	4	8	
Dehydration & Exhaustion	Fatigue and Dehydration	BCX	4	4	16	- If any person feels or appears unwell or tired they should be encouraged to rehydrate and rest. - If any person feels or appears unwell or tired they should not be allowed to work at height or with power tools. - Ensure water / fluids are available for all cast and crew. - Work for prolonged periods of time should be discouraged. - If extended working hours are needed then time should be planned to allow for rest / rehydration / eating.	2	4	8	- Everybody should monitor each other for symptoms

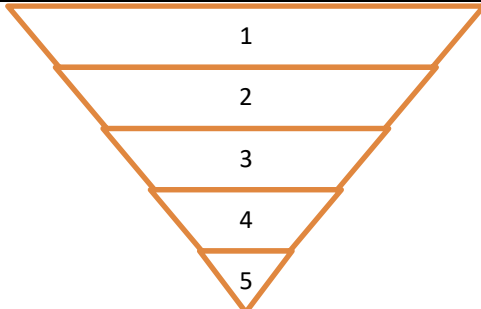
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Working in low light	<i>Minor injury from scrapes or collisions</i>	BCX	4	4	16	- Ensure everyone is aware of periods of dim lighting / blackout before they occur. - Ensure crew are aware that risks are increased in dim light. - Avoid working in complete blackout. - Ensure that members are aware of procedures for working in dim light including no running. - Advise the use of head torches for persons carrying out other activities. - Brief crew and cast of trip hazards in wing / working spaces, walkways to be kept clear. - Members should be aware of their own H&S. - Ensure good communication is kept throughout the process.	3	4	12	
Falling from height (staging)	Major injury from falling from staging	BCX	4	4	16	- Avoid gaps between staging and ramps / stairs. - All stairs coming off the raised platform / staging should have handrails. - Mark all platform edges with white tape. - The crew should be reminded of dangers during get-in / get-out when edges may not be taped or hand rails may have not been fitted	2	4	8	

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
1.	Tour organiser to share risk assessment with production and team and crew prior to trip	Fiona Sunderland	20 th July	3 rd August	All production team available of health and safety procedures.
2.	Review risk assessment before entering venue	Fiona Sunderland	3 rd August	3 rd August	Ensure all actions stated in risk assessment have been completed.

Responsible manager's signature:  Print name: Fiona Sunderland Date: 29/06/26	Responsible manager's signature:  Print name: Alice Bell Date: 27/07/26
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Assessment Guidance

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10. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

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	1	2	3	4	5	
	IMPACT					

Table 1

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
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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.

Table 2

Risk Groups		
A	Audience	People that enter performance locations as patrons.
B	Band	Members of the show company that are primarily located in the band "pit".
C	Cast	All other members of a show company, including production team.
G	General Public	Any member of the public not attending a show.
X	Crew	Any person that is involved with technical aspects of a show.