|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | Live Music Society weekly jam | **Date** | 28/08/2020 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Society representative(s)** | Ben Smith | President | Has experience in running and leading weekly jams with Live Music Society.Has undertaken SUSU’s mandatory Risk Assessment course. |
| Sam Walker | Vice-President | Has experience in writing risk assessments for an external racing club. |
| **Qualified individual(s)** | Fiona Sunderland**A picture containing drawing  Description automatically generated** | SUSU Music Rep | Has experience in running music rehearsals and live events. Has had significant experience working with SUSU and societies. |

**Risk scores**

All identified risks will be assigned a score, based on the product of the likelihood of said risk occurring and the potential impact if it were to occur.

|  |
| --- |
| **Likelihood** |
| 1 | Rare | 1 in 100,000 chance or higher |
| 2 | Unlikely | 1 in 10,000 chance |
| 3 | Possible | 1 in 1000 chance |
| 4 | Likely | 1 in 100 chance |
| 5 | Very likely | 1 in 10 chance |

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



|  |
| --- |
| **General Risk Assessment***An assessment of general risks that may occur as a direct result of the activity* |
| **Action** | **Hazard** | **Who might be harmed** | **Inherent risk** | **Control measures** | **Residual risk** | **Further controls** |
| L | I | S | L | I | S |
| Moving heavy equipment | Risk of back injury and injury caused by dropping equipment | Person moving equipment – back strain (i.e. bending legs)  | 3 | 3 | 9 | Manual handling course | 2 | 3 | 6 | • General awareness on how to lift equipment properly• Will consider investing in a trolley for equipment |
| Setting up technical equipment | Risk of electrocution & tripping on wires | People working on electronics/in close proximity | 1 | 3 | 3 | • Ensuring cables are not trailing• Switches• Using certified electrically safe products | 1 | 3 | 3 | • Taping cables to the floor |
| Playing loud music | Hearing damage | All who are present | 3 | 3 | 9 | Recommending ear protection  | 2 | 3 | 6 | • Keep volume down• Provide (disposable) ear protection• Avoid pointing microphones near or pointing towards monitors to reduce/eliminate feedback |
| Dancing + head banging | Risk of erratic movement causing injury to surrounding audience | Oneself and nearby people | 2 | 1 | 2 | Ask people to be mindful of their surroundings | 1 | 1 | 1 | Ask people to leave if they are being continuously disruptive |

*\*Note that the narrow columns labelled as “L”, “I” & “S” under the “Inherent risk” and “Residual risk” columns are shorthand for “likelihood”, “impact” & “score” respectively.*

|  |
| --- |
| **Covid-19 Risk Assessment***An assessment of risks specifically related to Covid-19 that may occur as a direct result of the activity.**Some of the entries below - specifically the controls - may be policies already in force by the Student’s Union (SUSU) when using their buildings e.g. washing hands on entry.**Note that many of the entries & controls below will be dependent on the size of the venue that the jams take place e.g. a larger room will allow for stricter social distancing measures.* |
| **Hazard** | **Who might be harmed** | **Inherent** | **Control measures** | **Residual** | **Further controls** |
| L | I | S | L | I | S |
| 1. Hand washing | All members that attend the jam sessionsVulnerable groups  | 2 | 5 | 10 | • Providing hand sanitiser within the same venue the jams take place in• Insist members wash hands before entering the room | 1 | 4 | 4 | • Encourage hand washing for at least 20 seconds with soap more regularly |
| 2. Social distancing & movement around buildings | All members that attend the jam sessionsVulnerable groups | 2 | 5 | 10 | • Social distancing – ensuring people comply with the 2m gap recommended by the Public Health Agency, or at least the “one metre plus” rule when necessary.• Discouraging movement around the venue (and the rest of the building) except when necessary | 2 | 3 | 6 | • Putting up signs to remind members of social distancing guidelines • Remind members about social distancing frequently during events• Marking areas (using floor tape) to help people keep a 2m distance• Imposing a maximum occupancy if the room isn’t sufficiently large enough to accommodate every member. • Jams could be split into sections (e.g.3 lots of hour slots) in order to reduce the number of people in a room at any given moment if the venue is not large enough to accommodate everyone  |
| 3. Sharing equipment | All members that attend the jam sessions | 3 | 5 | 15 | • Identification of communal equipment that is used regularlySanitisation of communal equipment using antiseptic wipes following a cleaning regime • Setup and decommissioning of equipment to be conducted by select individual(s) at the start and end of each jam | 3 | 3 | 9 | • Encourage members to bring their own equipment/instruments for personal use and avoid sharing.• Provide training to members/Committee members on sanitisation of communal equipment• LiveSoc owns two microphones; they could be alternated between performances to allow for better cleaning, as this is the biggest contact point between members. |
| 4. Face coverings and PPE | All members that attend the jam sessions | 2 | 5 | 10 | Encourage members to wear face coverings when possible. | 1 | 4 | 4 | • Insist members wear face coverings when in venue(s) where the recommended 2-metre gap cannot be enforced.• Provide disposable face masks in venues (if financially feasible) |
| 5. Symptoms of Covid-19 | All members that attend the jam sessions | 2 | 5 | 10 | • If a member becomes unwell with a continuous cough or high temperature, they will be sent home• Committee members will advise other society members on the situation• Inform SUSU about any developments• Keep a registration of people attending to inform any other members  | 1 | 3 | 3 | • Cancel events when necessary• Provide alternative events for members who may not be able to attend due to social isolation |
| 6. Shielding members at higher risk | Higher risk members  | 4 | 5 | 20 | Ask members to clarify if they have any specific health conditions which may put them in the “high-risk” categories | 2 | 4 | 8 | Provide alternative events for members who may not be able to attend due to shielding measures |

|  |
| --- |
| **Covid-19 Risk Assessment** *(continued)* |
| **Hazard** | **Who might be harmed** | **Inherent** | **Control measures** | **Residual** | **Further controls** |
| L | I | S | L | I | S |
| 7. Mental health | All members that attend the jam sessions  | 3 | 5 | 15 | • Committee members will promote mental health & awareness to members during the Coronavirus outbreak and will offer support through training, such as WIDE• Committee to share relevant support services to members e.g. Student Services, Enabling Team, Advice Centre, Emergency Services | 2 | 4 | 8 | • Regular promotion of aforementioned support services • Get committee members (other than just the president, as is mandatory) to take a WIDE training course• Get committee members to undertake training for mental health |

*\*Note that the narrow columns labelled as “L”, “I” & “S” under the “Inherent” and “Residual” columns are shorthand for “likelihood”, “impact” & “score” respectively.*

## Transparency and communication of hazards & risk assessments

The following steps will be taken to inform any (potential) members aware of the hazards inherent in this activity:

• Upload this risk assessment (and any others) onto Groups Hub

• Request members download and read the risk assessment

• Ensure all committee members know all Covid-19 protocols, as discussed in this risk assessment

• Ensure all activities start with a reminder of key Covid-19 protocols and precautions, as laid out in this risk assessment

• Inform members of the consequences of not complying with guidance e.g. exclusion.

• Use social media to upload a version of the risk assessment to reach a larger audience to review the risk assessment

• Ask for feedback from members regarding the risk assessment, and update it if necessary

|  |
| --- |
| **Risk Assessment Action Plan** |
| **Part No.** | **Action** | **By Whom** | **Target Date** | **Review Date** | **Outcome** |
| 1 | Purchase sufficient quantities of ear protection if necessary (e.g, there might be enough already) | Committee (particularly treasurer - DL) | Oct 5th | Nov 1st |  |
| 2 | Ensure committee members undertake inclusivity (WIDE) training, and potentially mental health too | Committee | Before first event | Nov 1st |  |
| 3 | Measure volume levels at jams to ensure there is a reasonable level of noise | Committee | - | Nov 1st |  |
| 4 | Purchase hand gel, soap and anti-bacterial wipes for use at jams, for personal and general use (if not already provided by SUSU)~£10 | Committee (particularly treasurer, DL) | Oct 5th | Nov 1st |  |
| 5 | Prepare alternative events and substitutes for members who are shielding and/or have to isolate for Covid related reasons | • Jam managers - LB & JR • Event manager – AM • Social sec. – GS | Nov 1st | Dec 1st |  |
| 6 | Ensure social distancing (2m gap) is being enforced at events | Committee, particularly:• President – BS• Jam managers - LB & JR  | Ongoing | End of term 1 |  |

|  |
| --- |
| **Signatories** |
| **Committee members** |
| **Name:**Ben Smith | **Signature:** | **Date:**30/08/20 |
| **Name:**Sam Walker | **Signature:** | **Date:**31/08/20 |
| **Responsible assessor** |
| **Name:**Fiona Sunderland | **Signature:****A picture containing drawing  Description automatically generated** | **Date:**31/08/20 |