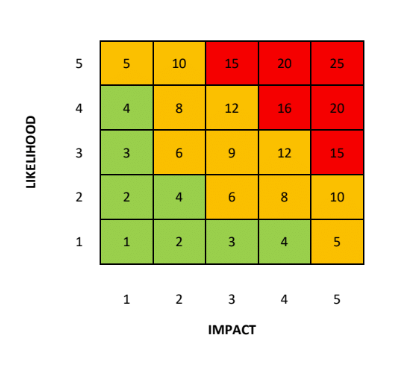
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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Live Music Society weekly jam | | **Date** | 28/08/2020 |
|  | **Name** | **Role** | **Experience/Qualification** | |
| **Society representative(s)** | Ben Smith | President | 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.

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| **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 |

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| **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. |



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| **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.*

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| **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 sessions  Vulnerable 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 sessions  Vulnerable 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 regularly  Sanitisation 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 |

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| **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

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| **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 |  |

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| **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 |