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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Live Music Society weekly jam | **Date** | 22/08/2021 |
|  | **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 | Treasurer | Has experience in writing risk assessments for an external racing club. |

**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• Use the elevator in the SUSU building to transport equipment to the Plant Pot• Designate the storage of heavy equipment to the qualified Equipment Manager |
| Setting up technical equipment | Risk of electrocution & tripping on wires | People working on electronics, or those 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• Designate setting up equipment to committee members – particularly the Equipment Manager |
| Playing loud music | Hearing damage | All who are present | 3 | 3 | 9 | • Recommending ear protection on a frequent basis• Provide (disposable) ear protection | 2 | 3 | 6 | • Keep volume down• 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• Request that attendees stay seated during the activity, unless they are performing | 1 | 1 | 1 | Ask people to leave if they are being continuously disruptive or refusing to stay seated |

*\*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* |
| **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 | • Insist members wash or sanitise hands before entering the venue• Providing hand sanitiser within the same venue the jams take place in | 1 | 4 | 4 | • Encourage hand washing for at least 20 seconds with soap and/or using hand sanitiser more regularly.• Ask members to bring and use their own hand sanitiser |
| 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• Discouraging movement around the venue (and the rest of the building) except when necessary• Recommend that attendees stay seated at tables except when performing – preferably in groups of 6 or fewer when possible. | 2 | 3 | 6 | • Remind members about social distancing frequently during events• Marking areas (using floor tape) to help people keep a 2m distance when performing• Purchase more electrical extension cables to allow for further social distancing between performers.• Impose the SUSU maximum room occupancy on events. Sessions may be split into multiple slots (ie 2 x one hour sessions) to make sure everybody has the chance to take part without the maximum room occupancy being exceeded at any given moment |
| 3. Sharing equipment | All members that attend the jam sessions | 3 | 5 | 15 | • Identification of communal equipment that is used regularly and unfeasible for members to bring their own (eg drum kit, amplifiers)• Sanitisation of communal equipment using antiseptic wipes after every usage• Setup and decommissioning of equipment to be conducted exclusively by the committee (especially the Equipment Manager - SR) at the start and end of each jam. | 3 | 3 | 9 | • Encourage members to bring their own equipment/instruments for personal use and discourage sharing• Provide training to members/Committee members on sanitisation of communal equipment• LiveSoc owns two microphones; they will 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 | Members will be encouraged to wear face coverings at all times, except when performing. | 1 | 4 | 4 |  |
| 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• Tell people if they (or someone in their support bubble) has Covid symptoms, they are not to attend and must inform the committee if they have interacted with any other society members recently• Remind everyone to opt into the university’s home testing scheme, and encourage them to take regular tests in order to make jams more secure• Members who test positive or live with someone who has tested positive MUST NOT ATTEND ACTIVITIES, and must inform the committee if they have interacted with any other society members recently• 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. *Stress that they do not have to disclose the exact details of their health condition.* | 2 | 4 | 8 | Provide alternative (most likely online) events for members who may not be able to attend due to shielding measures |
| 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• Make attendees aware of who to discuss any potential concerns with and which committee members have completed the WIDE training course - BS has completed the WIDE training and is therefore the best member to speak to | 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 support |

*\*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

• Print off a copy of this risk assessment and bring it to activities for reference.

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| **Semester 1 Risk Assessment Action Plan** |
| **Part No.** | **Action** | **By Whom** | **Target Date** | **Review Date** |
| 1 | Purchase sufficient quantities of ear protection if necessary (e.g, there might be enough already) | Treasurer - SW | 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 *sufficient supplies* of hand gel, soap and anti-bacterial wipes for use at jams, for personal and general use  | Committee (particularly treasurer - SW) | 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 – BK & MS • Event manager – GS • Social sec. – KP | Nov 1st | Dec 1st |
| 6 | Ensure social distancing (2m gap) is being enforced at events | Committee, particularly:• President – BS• Jam managers - BK & MS  | Ongoing | End of term 1 |

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| **Signatories** |
| **Committee members** |
| **Name:**Ben Smith | **Signature:** | **Date:**21/08/2021 |
| **Name:**Sam Walker | **Signature:** | **Date:**22/08/2021 |