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| **Risk Assessment** |
| **Risk Assessment for the activity of** | Live Music Society weekly jam | **Date** | 22/09/2022 |
|  | **Name** | **Role** | **Experience/Qualification** |
| **Society representative(s)** | Gustavo S OliveiraA picture containing text  Description automatically generated | President | Has experience in running and leading weekly jams with Live Music Society.Has undertaken SUSU’s mandatory Risk Assessment course. |
| Joshua V Barbary**A picture containing letter  Description automatically generated** | Treasurer | Experience in running jams in LiveSoc and other Southampton venues |

**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)  | 2 | 3 | 6 | Manual handling course | 1 | 3 | 3 | • 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 | 2 | 3 | 6 | • 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.*

## 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

• 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 - JVB | Oct 15th | 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 (particularly equip. manager – JB) | - | 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 - JVB) | Oct 15th | Nov 1st |

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| **Signatories** |
| **Committee members** |
| **Name:**Gustavo S Oliveira | **Signature:****A picture containing text  Description automatically generated** | **Date:**22/09/2022 |
| **Name:** | **Signature:****A picture containing letter  Description automatically generated** | **Date:**22/09/2022 |