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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Live Music Society Charity Gig** | **Date** | **13/02/2023** |
| **Unit/Faculty/Directorate** | **University of Southampton Live Music Society** | **Assessor** |  |
| **Line Manager/Supervisor** | ***Gustavo Simas de Oliveira*** | **Signed off** |  |

| ***PART A***  |
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| **(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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| 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• Encourage that only experienced committee members are involved in setup, as they can safely carry equipment  | **2** | **3** | **6** | • General awareness on how to lift equipment properly• Use the elevator in the SUSU building to transport equipment, be mindful of the stairs at The Hobbit• 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 • Provide (disposable) ear protection | **2** | **3** | **6** | • Keep volume at appropriate levels• 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 |

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| ***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** |
|  | Setting up the equipment ourselves | All committee, especially Equipment Manager | 09/03 | 09/03 | Successfully set up at The Hobbit |
|  | Controlling volume levels | Sound Technician at The Hobbit with committee | 09/03 | 09/03 | No complaints about being too loud |
|  | Ensuring safety of audience during the performances | All committee plus Hobbit security | 09/03 | 09/03 | No injured person during the performances |
| Text  Description automatically generated with medium confidenceResponsible manager’s signature:  | Image previewResponsible manager’s signature:  |
| Print name: Gustavo Simas de Oliveira | Date: 09/02/2023 | Print name: Joshua Barbary | Date: 09/02/2023 |

**Assessment Guidance**

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

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| **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** |

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| 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.  |

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.

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| 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 |