

Risk Assessment

Risk Assessment for the activity of	Southampton University Singers rehearsals	Date	23/08/2021
Unit/Faculty/Directorate		Assessor	Oliver Hilton
Line Manager/Supervisor		Signed off	Jack Turner

PART A

(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, trips and falls	Risk of minor injuries: grazes, cuts and bruising.	Attendees, students	2	2	4	No items to be left on the floor or obstructing walkways. Hazards to be isolated and reported to building staff as soon as possible.	1	2	2	
Overcrowding	Reduced space in walkways and entrances. Risk of students panicking due to tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Attendees, students	2	4	8	Ensure all walkways are kept clear and that the room used for the rehearsal is a suitable size. Have an accurate estimate of the number of attendees beforehand and plan egress accordingly.	1	2	2	


PART A										
(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Manual handling	Risk of musculoskeletal injuries, cuts, bruises and crushing.	Students, staff	2	3	6	Ensure that two people carry tables. Work in teams when handling other large and bulky items. Keep walkways clear. Ensure good manual handling practice.	2	2	4	
Food allergies	Risk of allergic reaction to ingredients in food.	Attendees, students	3	5	15	Check for food allergies repeatedly in advance of opening or sharing any food.	1	5	5	

COVID-19	Contraction of the COVID-19 virus.	Attendees, students, staff, vulnerable groups (elderly, pregnant members, those with existing underlying health conditions), anyone who physically comes in contact with attendees	3	5	15	<p>Providing hand sanitizer around the environment and frequently cleaning and disinfecting objects and surfaces that are touched regularly.</p> <p>Social distancing – ensure a large rehearsal space is used and member numbers are limited as needed to maintain a 2-metre gap.</p> <p>Record names of attendees (in accordance with GDPR and our data protection statement) to allow a Test and Trace system to work.</p> <p>The activity of singing does not allow for the participant to wear a face covering. However, when moving around rehearsal/meeting space the use of face coverings will be mandatory.</p> <p>Require a negative test result from the last 24 hours before the rehearsal to allow attendance.</p> <p>Attendees will be required to print their own music to eliminate any equipment sharing.</p>	2	3	6	
----------	------------------------------------	--	---	---	----	---	---	---	---	--

PART A										
(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	

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
1	A large room must be used for rehearsals to ensure that attendees can practice social distancing	President in communication with SUSU/University	11/10/2021		
2	Continually assess and review the risks of participating due to COVID-19	Each committee member			
Responsible committee member's signature: 				Responsible manager's signature:	
Print name: Oliver Hilton				Date: 23/08/2021	Print name: Date:
Second committee member's signature: 					
Print name: Jack Turner				Date: 25/08/2021	

Assessment Guidance

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

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				

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.

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.

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