

Risk Assessment

Risk Assessment for the activity of	Southampton University Singers (SuSingers) <i>For the activity of rehearsals, concerts and ordinary socials</i> Weekly rehearsals and meetings 2025-2026 Bi-annual concerts 2025-2026 Highfield Campus (rehearsals) and Local Church (St. Alban's Church) (concerts)			Date	29/08/2025
Group Name	SUSU SuSingers	Assessor		Maisie Kemp (Vice President)	
Supervisor	Martha Taylor (President)	Signed off			

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	
Regular rehearsals										

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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators.	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue</p> <p>Highlight to all participants the nearest emergency exit routes at the start of a session and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area.</p> <p>Consider accessibility requirements.</p>	1	4	4	<p>In case of an emergency, please pull the nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy</p>

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy</p>
Manual handling, including setting up of equipment. E.g. table and chairs.	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	2	3	6	<p>Make those involved aware of the potential risks, follow manual handling guidelines.</p> <p>Ensure that at least 2 people carry tables or other bulky items.</p> <p>Setting up tables will be done by organisers.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities/venue staff.</p> <p>Seek medical attention from SUSU Reception if in need.</p>

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						Work in teams when handling other large and bulky items. Request tools to support with move of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates. Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.				All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <u>SUSU incident report policy</u>

Dropping or hitting instruments	<ul style="list-style-type: none"> • Damage to instruments • Injury to surrounding people • Damage to space being used 	Those in the vicinity	2	3	6	<ul style="list-style-type: none"> • Make sure everyone is spaced out as much as possible so people can move around as much as possible • Larger instruments/instruments that move a lot (trombones) are given extra space • Instruments to be put in case or safely out of the way when not in use • Nothing to be kept on the floor unless essential 	1	3	3	<p>Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed</p> <ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
Moving/setting up instruments and stands	<ul style="list-style-type: none"> • Back/muscle strain from lifting items that are too heavy • Trapping fingers in stands or other items 	Those setting up and members nearby or assisting.	2	3	6	<ul style="list-style-type: none"> • Any heavy items lifted by multiple people • Use lifts where possible for heavy items, where not possible extreme caution to be used and 	1	3	3	<p>Committee to ensure tech team recruited/trained to move and set instruments</p>

	<ul style="list-style-type: none">• Damaging equipment• Dropping equipment on feet/another person• Falling moving equipment on stairs					<ul style="list-style-type: none">• additional members should be on hand to assist• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates• Teach members how to correctly carry equipment and how to safely set up specific items and don't allow untrained members to assist• Those carrying things be accompanied by someone able to clear a pathway open door• Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made				<ul style="list-style-type: none">• Seek medical attention from SUSU Reception/venue staff if in need• Contact facilities team via SUSU reception/venue staff• Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
Cables/wires in area	<ul style="list-style-type: none">• Tripping over wires and causing injury• Pulling over equipment and causing it damage or further injury	Those in the vicinity	3	3	9	<ul style="list-style-type: none">• Any cables to be organised as best as possible and trailed away from walkways• Cable ties/to be used if necessary• Hazardous sections to be blocked off e.g. using chairs & signage	1	3	3	<ul style="list-style-type: none">• Seek medical attention from SUSU Reception/venue staff if in need• Contact facilities team via SUSU reception/venue staff

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										<ul style="list-style-type: none">Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>

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Unmonitored Speakers causing feedback/deafening noise	<ul style="list-style-type: none"> Hearing damage Disruption to unrelated activities/complaint 	Those in the vicinity and potentially members of the public in the building/nearby	4	3	12	<ul style="list-style-type: none"> Someone with relevant sound/tech training or know-how nearby to monitor levels Microphones/speakers turned off when not in use Volume kept low 	2	2	4	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>

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Consistent (intentional) loud noise	<ul style="list-style-type: none"> Hearing damage 	Those regularly in the rehearsal	4	3	12	<ul style="list-style-type: none"> Recommend earphones are used by affected members Position musicians appropriately so direct exposure is minimised Mutes/screens utilised if/where appropriate Avoid use of small confined spaces 	3	2	6	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
<ul style="list-style-type: none"> Concerts (in addition to above) 										

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Transport of equipment/people	<ul style="list-style-type: none"> • Muscle strain/sprain loading equipment • Traffic accident resulting from equipment obstructing view • Injury resulting from unsecured equipment being transported 	Those loading or in any vehicle transporting	4	4	16	<ul style="list-style-type: none"> • Any equipment being transported by vehicle being appropriately strapped down • Any equipment to not obscure any view that is legally required and driver to be comfortable, using a banksman where necessary • If using van/minibus, the driver to be appropriately trained and insured • Any heavy items to be carried by at least 2 people, or using trolley/lift etc where possible 	2	2	4	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>

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Unfamiliar space – steps and raised flooring	<ul style="list-style-type: none"> Trips and falls causing injury. 	Performers/anyone new to the space	4	3	12	<ul style="list-style-type: none"> All members to be shown the space before starting and steps to be pointed out, with players positioned so they are unlikely to fall If any raised areas/steps are not clearly marked, make venue caretaker aware and mark out where possible 	2	3	6	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU reception/venue staff Contact emergency services if needed <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
<ul style="list-style-type: none"> Busking/Outdoor Performances 										

Adverse weather	<p>Instruments being damaged</p> <p>Electrical equipment being damaged or causing shock</p> <p>Slips and falls</p> <p>Burns</p> <p>Illness (heatstroke etc)</p> <p>Hypo- or hyperthermia</p> <p>Injury</p>	All involved	3	4	12	<p>In severe weather (amber or red alert) no event to go forward</p> <p>If only light rain/or area wet for an outdoor event, only acoustic performances to go ahead if at all if an uncovered space</p> <p>Ensure that water is taken to hydrate</p> <p>Regular breaks in the shade in the case of hot weather/inside in case of cold</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media, posts, email invites.</p> <p>In the case of hot weather organisers to advise participants to bring/wear appropriate level sunscreen, and to hydrate.</p>	1	4	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date.
Unattended items	<ul style="list-style-type: none"> Theft 	All involved	5	3	15	<ul style="list-style-type: none"> No items to be left out of sight Valuable items to be kept on members/within reach Prioritise own safety- if threatened give up items 	2	1	2	<ul style="list-style-type: none"> In the event of theft committee members will: Highlight the incident to any community police officers in the area/report to 111 Complete a SUSU incident report

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Socials										

Alcohol consumption at events	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety.	Event organisers, event attendees.	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged.</p> <p>For socials at bars/pubs etc bouncers will be present at most venues.</p> <p>Bar security staff will need to be alerted, and emergency services called as required.</p> <p>Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to, and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Committee to advise and remind members to always watch their own drinks.</p>	1	3	3	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required 111/999.</p> <p>Welfare Officer to complete WIDE training.</p>
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						Society to follow and share with members Code of Conduct/ SUSU Expect Respect policy				

Events involving Food	Allergies	All	3	5	15	An additional event risk assessment to be carried out for gatherings involving members making/and or serving food.	1	5	5	SUSU Food Hygiene Level 2 course available for completion – requests made through form on SharePoint page.
	Food poisoning					An additional event risk assessment to be carried out for events with hired catering services.				Call for first aid/emergency services if required.
	Choking					Only order/buy food at establishments with appropriate food hygiene (EHO) rating.				All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
						Food to only be provided/eaten when other activities are stopped.				
						Follow good food hygiene practices – no handling food when ill, tie back hair, wash hands regularly using warm water and soap, refrigerate necessary products.				
						For store-bought items/snacks, keep packaging to hand for ingredient and allergen information.				
Games/activities	<ul style="list-style-type: none"> - Muscle strains sprains - Trips falls - concussion 	Those participating	4	4	16	<ul style="list-style-type: none"> • Warmups to be given before strenuous activity • Space to be cleared of obstacles and hazards 	2	2	4	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need

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Socials: Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive should be asked to remove these.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect Policy</p>	1	2	2	<p>SUSU Expect Respect policy to be followed</p> <p>Committee WIDE training.</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>

Spiked Drinks/Alcohol Poisoning	<p>Illness, loss of consciousness, loss of self-control</p>	<p>Event organisers, event attendees</p>	<p>2</p>	<p>5</p>	<p>10</p>	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event.</p> <p>Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff.</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible.</p> <p>The organisers have confirmed the premise is licensed. Action organisers (Part B)</p> <p>The consumption of alcohol will take place at licensed premises.</p> <p>The conditions on the license will be adhered to, and alcohol will not be served to customers who have drunk to excess.</p> <p>Members/participants are advised to watch their own drinks.</p> <p><u>Games involving binge drinking or the consumption of excessive</u></p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Members are responsible for their individual safety though and are expected to act sensibly when walking around.</p> <p>For anyone who is too inebriated, it will be suggested to them that they should return home rather than continue on the social.</p> <p>Taxis will be called if required (look at SUSU safety bus, Radio Taxis options)</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing.</p> <p>All incidents are to be reported as soon as possible ensuring the</p>
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						amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/ Expect Respect policy				duty manager/health and safety officer have been informed. Follow SUSU incident report policy

Travel by foot	<p>Disturbance to neighbourhood, participants getting lost, increased risk to personal safety, vehicle collision causing serious injury</p>	<p>Event organisers, event attendees, member of the public</p>	<p>4</p>	<p>3</p>	<p>12</p>	<p>Members are responsible for their individual safety and are expected to act sensibly.</p> <p>Local venues known to UoS students chosen.</p> <p>Event organisers will be available to direct people between venues.</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together.</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling into the road.</p> <p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or Radio Taxis).</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</p> <p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer has been informed.</p> <p>Follow SUSU incident report policy</p>
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						Be considerate of other pedestrians & road users, keep disturbance & noise down.				
Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, are well as mental health issues.	Members, those driving, members of the public.	2	5	10	<p>Group committee to check that drivers have the relevant licenses and insurance for the mode of travel. This includes if they have completely a SUSU minibuss test.</p> <p>Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputation issues, especially if driving SUSU branded vehicles.</p> <p>Importance of this to be reminded.</p>	1	5	5	<p>Contact emergency services as required 111/999.</p> <p>Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>

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Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees	3	3	9	If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. Follow SUSU incident report policy Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event. Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.	2	2	4	Follow SUSU incident report policy Call emergency services as required

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Medical Emergency	Members may sustain injury/become unwell Pre-existing medical conditions Sickness Distress	Members	1	5	5	Advise participants; to bring their personal medication. Members/committee to carry out first aid if necessary and only if qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/Venue staff for first aid support.	1	4	4	Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy

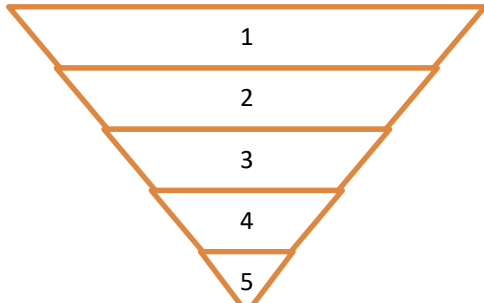
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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence.	Event organisers, event attendees	2	5	10	<p>Bouncers/security will be present at most licensed venues. Bar/venue Security staff will need to be alerted, and emergency services called as required.</p> <p>The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to, and alcohol will not be served to customers who have drunk to excess.</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event.</p> <p>Society to follow and share with members Code of Conduct/ SUSU Expect Respect policy</p>	1	3	5	<p>If the situation becomes very serious and results in the participant being arrested, then it will be made clear that they cannot be accompanied to the police station.</p> <p>Call emergency services as required.</p> <p>Follow SUSU incident report policy</p>

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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> • Tours • High risk socials • Tech heavy events Events involving home-cooked/prepared food or external catering <ul style="list-style-type: none"> • Other large or medium- to high-risk events e.g. balls, club nights, pub crawls, sporting activities... 	Relevant committee members – president to ensure complete.	When required		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	01/09/2025		
3	Purchase First Aid Kit	Charlotte Mitchell (Librarian)	28/09/2025		

Responsible committee member signature: Martha Taylor				Responsible committee member signature: Maisie Kemp	
Print name: MARTHA TAYLOR				Print name: MAISIE KEMP	
Date: 29/08/2025				Date: 29/09/2025	

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