|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University String Orchestra (SUStrings) rehearsals** | **Date** | **26/09/2021** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Charles Hutchins** |
| **Line Manager/Supervisor** |  | **Signed off** | **Megan Thomas** |

| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| 1.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** |  |
| 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** |  |
| 3.Manual handling | Risk of musculoskeletal injuries, cuts, bruises and crushing. Damaging Instruments | 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** |  |
| 4.Hitting nearby people while playing. Dropping instruments | Injury from having large instruments falling/ being dropped | Those in the rehearsal or nearby | **3** | **3** | **9** | Ensure everyone is appropriately spaced so that people will not bump into each other or be able to knock and damage instruments. Make sure bassist(s) are given plenty of space and make sure their instruments are always held onto or put down safely (not lent on anything). | **2** | **1** | **2** |  |
| 5.Injury and damage incurred during tour and people getting lost. | Loss or theft of instruments, or damage in transit. Injury from travel including serious injury from vehicular collisions. Theft whilst staying in accommodation or theft of instruments/ pickpocketing whilst busking and out and about. Reactions to food/medication resulting in health problems. | Members attending the tour | **4** | **4** | **16** | Ensure all drivers are adequately qualified and comfortable driving. Make sure members keep rooms locked and instruments all kept securely and out of sight. Make sure members don’t go off alone (go in groups of 2 minimum) and have contact details for tour leader and others. Make sure everyone declares medical issues and allergies, and have appropriate medication at all times including epipens. | **3** | **4** | **12** | Separate risk assessment to be completed |
| 6.Socials including nights out in town and any other activity | Injuries, assault or theft whilst out especially as a result of/worsened by consumption of alcohol. Injury whilst taking part in injuries or as a result of travel. | Members attending each social | **3-5** | **3-4** | **9-20** | make sure no one is drinking too much (committee members to be responsible) Make sure no one is going off/home alone. For activities make sure everyone knows what clothing to wear, reads any relevant safety material and attends any safety talk on activity. | **2-4** | **1-4** | **2-16** | Additional risk assessments for any particularly high-risk activities (those which would still have a high risk score). |
| 7.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** |  |
| 8.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** | Providing hand sanitizer around the environment and frequently cleaning and disinfecting objects and surfaces that are touched regularly.We will form desks made of 2 people from the same sections of the orchestra. To limit the touching of objects, we will request one person to bring their own music and page turn. Music stands We will request all attendees to actively participate in the COVID-19 testing on campus.When moving around rehearsal/meeting space the use of face coverings will be mandatory.Require a negative test result from the last 24 hours before the rehearsal to allow attendance. | **2** | **3** | **6** |  |
| 9.Busking | Theft/damage of instruments. Injury or theft of members particularly when carrying instruments, stands, music etc. Particular danger in bad weather. | Members participating in busking | **4** | **4** | **16** | Cancel busking if weather is not deemed appropriate (rain, severe wind etc.). Make sure heavy instruments are taken by someone driving, Everyone able to help carrying to help moving equipment and no one to take too much.Make sure members are all comfortable in the position playing in. Make sure all personal belongings are nearby and can be seen at all times and instruments to never be unattended. | **2** | **2** | **4** |  |
| Transporting to and setting up for concerts. | Injury carrying/moving equipment. Accidents whilst making tea/coffee to serve as refreshments to those watching the concerts. | Members and audience members | **3** | **2** | **6** | Make sure people are carrying things correctly and are taking care.Large items to be transported by car and share heavy lifting among groups.Only designated people to be in the kitchen making hot drinks. | **2** | **1** | **2** |  |

|  |
| --- |
| ***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** |
| 2 | Assess and review the size of the orchestra and use a larger room if necessary. | President in communication with SUSU/University | 11/10/2021 |  |  |
| 8 | Continually assess and review the risks of participating due to COVID-19 | Each committee member | - | - |  |
| 5 | Separate risk assessment to be made for tour | Committee Member | When needed | When needed  |  |
| 6 | Risk assessments to be made for any individual socials which still have high residual risk | Social secretary | When needed | When needed  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member’s signature: Print name: Date:Charles Hutchins 26/09/2021 | Responsible manager’s signature:Print name: Date: |
| Second committee member’s signature:  |  |
| Print name: Megan Thomas | Date: 29/09/2021 |  |  |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| 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 |