

Risk Assessment

Risk Assessment for the activity of	Southampton University String Orchestra (SUStrings) General Risk Assessment for Rehearsals, Concerts and Socials		Date	04/11/25
Group name	SUStrings	Assessor	Fiona Sunderland	
Supervisor	Freya Ryan	Signed off	SUSU USE ONLY	
Description of event/activity	Weekly rehearsals of the string orchestra in 59P/1007 Mondays 19:30 - 21:30 Equipment includes instruments, music stands and chairs			

PART A

(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequences	Who might be harmed	Inherent		Residual	Further controls (use the risk hierarchy)

		(user; those nearby; those in the vicinity; members of the public)	Li k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	Li k e l i h o o d	I m p a c t	S c o r e	
General Considerations (including group meetings)										
Moving tables/chairs	Muscle strains and sprain, bruises etc Dropping on/hitting others nearby	Those moving equipment and those in the vicinity	3	3	9	Large or heavy objects to be moved by multiple people, and SUSU facilities/venue staff to be contacted if support is needed. Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates Have dedicated committee set up and rearrange before other members turn up to have as few people around the heavy objects as they're being moved. Make sure people aren't too close before moving heavy objects.	3	1	3	Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999 All incidents are to be reported to SUSU 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 	People in the vicinity	3	2	6	<p>Make sure members are spaced out as much as possible/necessary so that people can move around and play safely.</p> <p>Make sure players of the bigger instruments i.e. bassists and cellists are given plenty of space and make sure their instruments are always held onto or put down safely rather than being lent on anything.</p> <p>All instruments to be put in cases or safely out of the way when not in use. Nothing to be left on the floor unless it's essential</p>	2	2	4	<p>Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed and leave designated spaces within the room for storing instruments when not in use and other unnecessary belongings.</p>
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Moving/ setting up instru- ments 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 - Damaging equipment - Dropping equipment on self or someone else - Falling moving equipment on stairs or ramps 	Those setting up and members nearby or assisting.	4	3	12	<p>Use an accessible room which has ramp access in addition to stairs. Any heavy items to be lifted by multiple people.</p> <p>Use lifts where possible for heavy items, where not possible extreme caution is to be used and additional members should be on hand to assist</p> <p>Request tools to support with the moving of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</p> <p>Teach members how to correctly carry and only ask those who are fit, well, and physically able to assist with setting up.</p>	2	3	6 3	<p>Committee to ensure tech team recruited/trained to move and set instruments.</p> <p>Seek medical attention from SUSU/venue Reception/111/999 if needed.</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.</p> <p>Follow SUSU incident reporting guide</p>
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Consistent (intentional) loud noise	- Hearing damage	Those regularly in the rehearsal	3	3	9	<p>Recommend that earphones are used by affected members.</p> <p>Position musicians appropriately so that direct exposure to loud noises is minimised.</p> <p>Use mutes and screens if and where appropriate, and avoid use of small confined spaces for playing.</p>	2	2	4	
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Concerts and performances (in addition to above)

Large amounts of cash from ticket sales	Loss or misplacement leading to financial loss Theft Individuals being robbed	Those holding the money	2	4	8	<p>No cash transactions.</p> <p>Card Machines cannot be borrowed for non-charity fundraising. All fundraising to be completed via QR code to a GoFundMe or similar platform.</p> <p>No accepting cash donations. Where possible, encourage pre-bought tickets through SUSU box office.</p>	1	2	6	Follow SUSU incident reporting guide in the event of theft, as well as highlighting the incident to any community police officers in the area or reporting to 111.
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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	<p>No cash to be accepted at all.</p> <p>No card machines to be left unattended.</p> <p>No volunteers to be left alone with the card machine.</p> <p>In the event of theft, committee members will: Highlight the incident to any community police officers in the area/report to 111.</p> <p>Follow SUSU incident reporting guide</p>
Unfamiliar space – steps and raised flooring	<p>Trips and falls causing injury</p> <p>Damage to equipment</p>	Performers and/or anyone new to the space	3	3	9	<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	2	4	<p>SUSU food hygiene level 2 course available for completion- requests made to Activities Team.</p> <p>Call for first aid/emergency services as required .</p> <p>Report incidents via SUSU incident report procedure.</p>

Socials

Overly intoxicated members	<ul style="list-style-type: none"> - Alcohol poisoning - Accidents including traffic accidents - Hypothermia - Potential conflicts/violent behaviour 	Members drinking excessively, any members on the receiving end of violent behaviour	4	4	16	<ul style="list-style-type: none"> - Designated committee to be responsible for making sure people are getting home safe - Participants encouraged to stay with a nominated 'buddy' where possible. - Initiation behaviour not to be tolerated and drinking games to be discouraged - Use SUSU minibus or radio taxis to ensure members are being safely transported home - Staying with members and not allowing them to go off by themselves - Calling for first aid assistance where necessary 	3	2	6	
Games/activities	Muscle strains or sprains Trips, falls, concussion	Those participating	4	4	16	<ul style="list-style-type: none"> - Home made items to be avoided by those with allergies and should be made by those with appropriate food hygiene training - Only order/buy food at establishments with appropriate food hygiene rating - Food to only be provided/eaten when other activities are stopped 	4	2	8	

Bunfight



Overcrowding at the stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members and visitors to the stall	2	3	6	A maximum of 2 representatives to be at the stall at any one time Request that orderly queues are formed Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear Ensure that organisers /volunteers do not block walkways when engaging with attendees Follow instructions given by support staff/staff on directions and entry and exit points Do not move tables if this has been placed for you by staff.	1	3	3	Seek support from the facilities staff at bunfight if problems occur, and seek medical attention if necessary.
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Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members and visitors to the stall			Tables to be safely secured by staff where possible – ask for support from facilities team Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders	1	2	2	Seek support from the facilities staff at bunfight if problems occur, and seek medical attention if necessary.
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PART B – Action Plan

Risk Assessment Action Plan

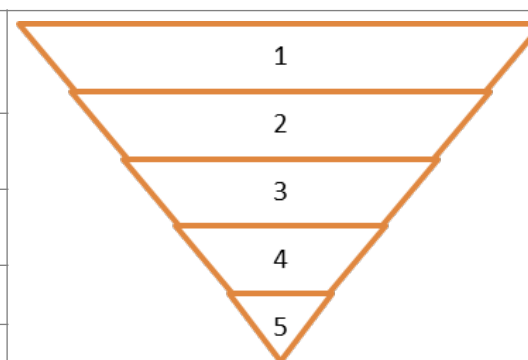
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
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1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Events involving home-cooked/ prepared food or external catering • Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities... 	Relevant committee members – president to ensure complete.	30 days prior to the event requiring the risk assessment		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	21/9/25		
Responsible committee member signature 1:			Responsible committee member signature 2:		
					

Print name: Freya Ryan	Date: 04/11/25	Print name: Priyesh Fernando	Date: 04/11/25
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Assessment Guidance

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



LIKELIHOOD	5	5	10	15	20	25
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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.

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