


University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment

Risk Assessment for the activity of	SUSWO Weekly Rehearsals 2023/24		Date	18/10/2024
Unit/Faculty/Directorate	Southampton University Symphonic Wind Orchestra	Assessor	Henry Hilder	
Line Manager/Supervisor	VP Activities	Signed off	Signed by:  4625553FDB294E8...	

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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
WEEKLY REHEARSALS										

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<p>Moving tables, chairs, instruments, music, and music stands</p>	<ul style="list-style-type: none"> - Incorrect lifting technique can put strain on the back and shoulders. - Dropping heavy items can also cause harm. - Tripping whilst carrying items that prevent a clear view. - Falling moving equipment on stairs. 	<p>Those moving equipment and those in the vicinity.</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> - Large and heavy things to be moved by more than 1 person- seek support from SUSU facilities/venue staff as needed - Use lifts where possible for heavy items, where not possible extreme caution to be used and additional members should be on hand to assist - Ensure that every carrier of equipment knows proper lifting techniques to move heavy items. - Do not allow people with known back injuries or muscle strains to help. - Make sure someone accompanies carrier of objects who has a clear view of the path. - Making sure people aren't too close before moving 	<p>3</p>	<p>1</p>	<p>3</p>	<p>Advise anyone who is intending on lifting heavy equipment to self-assess their capability when lifting and to remove themselves from the task if they do not believe they are well enough to complete it.</p> <p>Seek Medical attention as needed. E.g. SUSU Reception, 111, 999</p> <p>All 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>
<p>Hitting people with instruments whilst playing/dropping instruments</p>	<ul style="list-style-type: none"> - Damage to instruments - Injury to surrounding people - Damage to space being used 	<p>Those in the vicinity</p>	<p>4</p>	<p>2</p>	<p>8</p>	<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 	<p>1</p>	<p>1</p>	<p>1</p>	<p>Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed. Seek medical attention if an accident occurs and is required.</p>

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						- Nothing to be kept on the floor unless essential				
Setting up/dismantling instruments and stands	- Trapping fingers in stands or other items - Damaging equipment - Dropping equipment on feet/another person	Those setting up and members nearby or assisting	5	4	20	- Teach members how to safely set up specific items and don't allow untrained members to assist - Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made - All screws should be tightened fully when setting up and when packing away, to avoid unexpected movement of parts	2	3	6	Committee to ensure only those with experience to set up set instruments. Seek Medical attention as needed. E.g. SUSU Reception, 111, 999 All incidents are to be reported ASAP ensuring the duty manager has been informed. Follow SUSU incident report policy

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Tripping over equipment including wires, instruments, and instrument cases	Tripping over equipment and causing injury	Those in the vicinity	5	4	20	<ul style="list-style-type: none"> - Any cables to be organised as best as possible - Cable ties/to be used if necessary - Hazardous sections to be blocked off e.g. using chairs & signage - Ensure that instruments are kept in their case when not being played. - Nothing to be kept on floor unless essential 	2	2	4	Seek Medical attention as needed. E.g. SUSU Reception, 111, 999 All incidents are to be reported ASAP ensuring the duty manager has been informed. Follow SUSU incident report policy

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Consistent (intentional) loud noise	Hearing Damage	Those regularly in the rehearsals	5	3	15	- 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	2	2	4	Not Required
CONCERTS (in addition to the above)										

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Large amounts of cash from ticket sales	<ul style="list-style-type: none"> - Theft - Individuals being mugged/robbed - Loss/misplacement leading to financial loss 	Those holding the money	3	4	12	<ul style="list-style-type: none"> - Cash to be deposited after each event - Money to be kept in lockable box - Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) - Where possible offer option to pre-buy tickets to avoid cash purchases - Money to not be left unattended - Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 	2	3	6	In the event of theft committee members will: <ol style="list-style-type: none"> 1. Highlight the incident to any community police officers in the area/report to 111 2. Complete a SUSU incident report

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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	Report any accident as required. Follow SUSU incident report policy Call emergency services if required.

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Unfamiliar spaces – steps / raised flooring	Trips and falls causing injury	Performers/anyone new to the space	5	3	15	- 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	Make sure people only enter necessary areas of the venue to reduce the likelihood of coming across unknown area/trip hazards.
SOCIALS										

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Overly intoxicated members	<ul style="list-style-type: none"> - Alcohol poisoning - Accidents including traffic accidents - Hypothermia 	Members drinking excessively and possibly other members of the public	4	5	20	<ul style="list-style-type: none"> - Designated committee to be responsible for making sure people are getting home safe - Discourage excessive drinking - Use SUSU minibus, uber 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 - Members to actively monitor their own drinking, and to avoid excessive alcohol consumption. 	4	2	8	<p>Members are responsible for their individual safety though and are expected to act sensibly. Outline to all members who attend socials of the risks of alcohol and how they should minimise the risk of further problems.</p> <p>Society to follow Code of conduct/Expect Respect policy & share with members.</p> <p>Society committee WIDE training on how to handle situations that may occur with people over drinking.</p> <p>Follow SUSU incident report policy</p>
BUNFIGHT										

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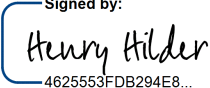
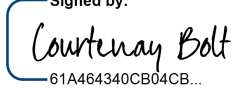
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Setting up tables and stalls (including poster boards)	Bruising from tripping over tables, injuries from incorrect manual handling of heavier poster boards	Those setting up for the event	2	3	6	Make those setting up aware of potential risks. Lift any heavier items with two people and seek extra assistance if required.	1	3	3	Speak to SUSU staff about any queries.
Large amounts of people	Overcrowding, trample injuries	Those in attendance to the event and surrounding areas	4	4	16	Only have two members on the stall, in line with SUSUs expectations. Follow the walking system put in place by SUSU.	3	2	8	Seek extra advice from SUSU staff members if areas become overcrowded.
Slips, trips, and falls	Physical injury	Event attendees	2	4	8	All bags to be stored away under tables, only place items for show on the table, not on the surrounding floor area. Floors to be kept clear and dry, and visual checks to be maintained throughout the day. Clean up any messes created whilst setting up	1	4	4	Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs and inform attendees of the hazard.

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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
1	Separate risk assessment to be made for tour (alongside SUSO and Sinfonietta)	Tour Secretary (SUSO and Sinf included)	01/04/23	Annually	Appropriate prevention of risks
2	Risk assessments to be made for any individual activities which still have high residual risk	Social Secretary	One week before activity	For each activity	Appropriate prevention of risks
3	Check room bookings are adequate	President	01/09/23	04/09/23	Appropriate block bookings in place. Continue to check over room bookings outside of standard block bookings, as well as concert venues.
Responsible manager's signature:				Responsible manager's signature:	
Signed by:  Print name: HENRY HILDER				Signed by:  Print name: COURTENAY BOLT	
Date: 18/10/2024				Date: 18/10/2024	

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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	

L I K E L I H O O D	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

Identify the impact and likelihood using the tables above. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable. If the residual risk is green, additional controls are not necessary. 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. If the residual risk is red **do not continue with the activity** until additional controls have been implemented and the risk is reduced. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above. 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

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5	Very Likely e.g. 1 in 10 chance or higher
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