


University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment			
Risk Assessment for the activity of	SUSWO Spring Concert at St Albans Church 15th March 5:00 pm		Date 04/03/2025
Unit/Faculty/Directorate	SUSU Symphonic Wind Orchestra	Assessor	Courtenay Bolt
Supervisor	Henry Hilder (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	
Unfamiliar space	Slips, trips and falls leading to personal injury	Players and Audience members	3	5	15	Large obstructions to be stored away from busy areas in the church. Cables tied together Floor kept dry and clear. Make everyone away of any steps that may result in a fall (especially on the stage).	2	2	4	Call emergency services if necessary Report any incident to SUSU

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Injury whilst moving tables/chairs and setting up	Back injury from lifting something too heavy. Injury from hitting or dropping something (e.g. table). Crushing fingers. Damage to equipment.	Those moving them and nearby people.	4	2	8	Make sure multiple people are assigned to each table. Don't allow anyone with preexisting conditions to help. Make sure only a few people are assigned to each object/piece of equipment to minimise crowding so that people don't get in the way and knock things or catch fingers. Make sure only people who know what they are doing are assigned to equipment set up (e.g. assembling percussion or setting up the audience seating).	2	1	2	Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999 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

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Injury whilst moving equipment to and from the Church	Back injury from lifting something too heavy. Tripping whilst walking between the level 3 music storeroom/Turner Sims Storeroom and the van whilst carrying. Crushing fingers. Damage to equipment.	Those moving and nearby people.	4	3	12	Use the lift wherever possible for heavy items – seek support from SUSU/venue staff as needed. Have at least two people moving large items (e.g. timpani). Make sure people know how to lift and carry objects correctly. Make sure everyone able to help does. Make sure committee are overseeing this and one member (Orchestral Manager if possible) is directing what needs to be taken and where.	2	2	4	Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999 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

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Hitting nearby people while playing. Dropping instruments.	Injury from being hit by a large instrument falling/being dropped. Damage to instruments.	Those seated in the orchestra or audience members who are sat close to the orchestra	3	3	9	Ensure everyone is appropriately spaced so that they will not bump into each other or be able to knock and damage instruments. When going on stage send people on back to front so people do not have to 'climb' over those already seated. Reverse process at the end of concert.	2	1	2	Seek medical attention from SUSU Reception/venue staff if in need. Contact facilities team via SUSU reception/venue staff. Contact emergency services if needed 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.

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Using laptops/tablets to read sheet music. Unsecure music stands	Injury due to falling laptops/tablets from unsteady platforms (e.g. music stands).	Those playing in the concert	4	3	12	Ensure members are using stable platforms. Any music stands used are stable and secure, with all joints secured tightly, before any tablet is placed on top. Use non-music-stand platforms where appropriate (e.g. a tall chair to support a laptop). All members including those who prefer to use tablets provided with paper sheet music which can be switched to if there are any concerns/problems during the concert.	2	2	4	Not required

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Intentional loud noise.	Damage to ears/hearing due to loud sound from instruments. Feedback caused from the amp and keyboard system.	Those playing in the concert and audiences.	3	3	9	Encourage members to wear protective ear buds during rehearsals and concerts. Keep instrument volume to an appropriate level and avoid playing directly at someone. Sound check will be done prior to start of concert to ensure appropriate levels. Where possible a committee member will monitor volume during the check.	1	1	1	Seek medical attention from SUSU Reception/venue staff if in need. Contact facilities team via SUSU reception/venue staff. Contact emergency services if needed 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.

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Trip hazard of cables (e.g. extension leads, keyboard/amp).	Injury due to tripping of an individual unaware of cables lying around during set up or leads from the keyboard.	Those in the space	3	3	9	Ensure cases and equipment is put in a separate green room or sorted neatly in one corner out of the way of where anyone entering the space will walk. When setting up the keyboard and amps, a committee member will secure any leads with electrical tape or a lead cover. Where possible leads to amps to be tucked away.	1	1	1	Not required.

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Large amounts of cash from ticket and programme sales	Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss	Those holding the money e.g. the treasurer.	3	4	12	SUSU box office will be used to sell tickets in advance. On the door ticket sales will have a card reader available. 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). 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: 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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Fire	Personal Injury (burns) Falls, crush injuries caused by people not knowing where to go during a fire.	Players and members of the public attending the event	3	5	15	Organisers aware of where fire exits, and meeting points are and informed of fire safety measures for the event. Clear pathways left with no obstruction throughout the space. Equipment that has potential to cause a fire to be checked regularly and not used if deemed unsafe. PAT Tested. No wires left where they could be broken or pulled out of sockets unsafely. List of members playing in the concert to check once the space has been evacuated and all are a safe distance from the fire.	2	3	6	If fire occurs call 999 ASAP. Organisers to direct people out of the building and to a safe distance away from the building. Yearly Pat testing will take place on all electrical equipment. Report the incident as soon as possible to the safety officer. Call church staff to inform them of the incident. Follow the SUSU incident report policy.

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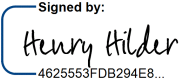

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Food and refreshments	Allergic reaction Food poisoning Choking Unknown bad reaction	Audience members or players who are eating or drinking	3	5	15	Sticking to store/bought items where possible and displaying allergen information. Any home-made goods will have all ingredients listed Members with allergies are noted (previous form from the beginning of the year) Food only to be consumed when the performance has ceased.	1	5	5	Report any incident as soon as possible to the safety officer Call emergency services if necessary Follow SUSU incident reporting policy.

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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	Check that equipment has been set up correctly in line with RA	C.B	15/03/25		n/a
2	Leads to be checked at set up.	C.B	15/03/25	15/03/25	n/a
3	Lockable money box to be brought for cash sales	S.G	15/03/25	15/03/25	Cash to only be accepted if cashbox if available
4	Clear fire plan to be outlined to committee before the event	C.B/H.H	15/03/25	15/03/25	
5	Committee to read and share around the SUSU expect respect Policy	All	10/03/25	15/03/25	
6	Committee members assigned to specific jobs for set up	All committee	12/03/25	15/03/25	
Responsible manager's signature:				Responsible manager's signature:	
Signed by:  Print name: Henry Hilder				 Print name: Courtenay Bolt	
Date: 04/03/25				Date: 04/02/25	

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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	

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