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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Weekly Rehearsals** | | **Date** | **Academic year 2021/22** |
| **Unit/Faculty/Directorate** | **Southampton University Symphony Orchestra** | **Assessor** |  | |
| **Line Manager/Supervisor** | ***Kieran Potter*** | **Signed off** | ***K.Potter (25/08/21)*** | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Injury whilst moving heavy equipment and musical instruments | Back strains;  Danger to feet when carrying heavy timpani drums;  Crushing fingers;  Damaging expensive equipment | Those involved in moving the equipment and anyone nearby | **3** | **4** | **12** | Timpani are to be moved using the wheels as much as possible. Have everyone organised into teams by the orchestra manager. Expensive instruments should be looked after by those that play them to ensure they are not mistreated in any way | **1** | **4** | **4** | Not required |
| Transporting equipment to concerts | Transporting instruments a long way can lead to neglect of risks due to fatigue; The potential impacts are the same as those in the section above. | Those involved in moving equipment and anyone nearby including members of the public | **4** | **5** | **20** | Hire a van. Our preferred van driver is also trained and experienced in storing equipment safely in the van. This eliminates the risk to the public as well as reduces risk to those helping. Timpani, and if necessary the harp, should only be lifted in teams under guidance from the van driver | **1** | **2** | **2** | Not required |
| Bumps and collisions whilst playing and dropping instruments | Damage to instruments; Potential for small injuries | Anyone playing in the rehearsal | **1** | **2** | **2** | Everyone is experienced with their instruments so the chances someone drops something are very low. The risk can be reduced further still by ensuring everyone has plenty of space | **1** | **2** | **2** | Not required |
| Using the lift in Turner Sims | Potential to catch fingers or cloths in moving parts; Potential to be crushed under the lift if it moves down whilst people are standing underneath it | Anyone helping move equipment | **3** | **5** | **15** | Complying by Turner Sims’ safety instructions should ensure no one is in any danger (these include not riding in the lift when it is moving which eliminates the danger to fingers and to being crushed underneath it, continuously locking doors etc.). The lift also has safety fail-safes to ensure no one is harmed | **1** | **2** | **2** | Not required |
| Rehearsing off campus (i.e. St Alban’s church, Burgess Road) | Logistics made more difficult by different environment;  Different amount of space available;  Transportation risks as identified above | Orchestra members, especially the committee whilst setting up | **1** | **1** | **1** | Using a known rehearsal space for any rehearsals off campus; committee will be doing all set up/ pack down | **1** | **1** | **1** | Not required |
| Injury whilst moving the chairs and stands in Turner Sims | Back strain from moving large numbers of chairs;  Crushing fingers;  Minor injuries from bumping into chair legs | Those moving stuff around and anyone nearby | **2** | **3** | **6** | Ensure chairs are only stacked a maximum of 8 high. Always use the trolley to move stacks of chairs | **1** | **3** | **3** | Not required |
| Covid-19 | Protecting people who are at higher risk | Orchestra Members  Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions  Anyone else who physically comes in contact with you in relation to your activity: hired conductors and extra musicians where required | **4** | **5** | **20** | Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category.  Planning for people who are unable to engage in person  Provide meaningful alternative activity for those who are shielding  Helping members at increased risk to engage from home, either in their current role or an alternative role  Planning for members who need to self-isolate. | **2** | **5** | **10** |  |
| Symptoms of Covid-19 | **4** | **5** | **20** | If member becomes unwell with a new continuous cough or high temperature, they will be sent home and advised to follow the stay at home guidance. **They will not be permitted to take part in SUSO society activity until they have taken a COVID test with a negative results and/or have self-isolated for any required length of time**  Committee Members will maintain regular contact with members during this time | **2** | **5** | **10** | Planning for members who need to self-isolate  **SUSO have purchased medical grade no contact temperature guns – all members will have their temperature taken upon arrival at in person activity. If their temperature exceeds 38.0 degrees Celsius they will be sent home and not permitted to take part in the activity. They will be advised to follow the NHS/government guidance on COVID-19 symptoms** |
| Face coverings | **4** | **5** | **20** | Follow Public Health guidance on the use of PPE (Personal Protective Equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed  Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer’s face. A face fit test will be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer.  SUSO activity does not require full medical PPE to be worn.  Members must follow government and venue guidance on face coverings | **3** | **5** | **15** | Face coverings that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.  Face coverings have to be worn by all SUSO members whilst walking around the venue including whilst undertaking society activity such as auditions, rehearsals, recordings, performances and any other society activity.  All players may remove their face covering once seated and ready to play their instrument During rest breaks and non-performing arts activities, players must place their masks back on when not seated and inside the venue  Members must sanitise their hands before removing their masks AND must sanitise before placing their mask back on. This is to reduce the effects of transmission by touch.  The conductor/musical director/ assistant musical director will have to wear either a visor or face covering whilst moving around the venue, but may remove their PPE whilst working with the orchestra. A microphone and speaker system may be provided where possible for the conductor to reduce aerosol dispersal due to talking loudly and directing the orchestra. Proper cleaning protocols will be followed for the microphone/speaker system.  Reference <https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm> |
| Travelling to and from in person activity | **4** | **5** | **20** | You can travel for in person activity | **3** | **5** | **15** | SUSO will conduct all society activity on campus or in a local venue where possible to ensure travel by members is minimised. Most members will travel by foot to SUSO in person activity.  Committee will advise and inform all members to travel safely and practise effective social distancing where possible whilst travelling.  Venues selected for off-campus activity will be decided to be as local and as close as possible to as many members where this is easily possible. |
| Sharing equipment and instruments | **4** | **5** | **20** | Follow sensible precautions and clean in between users, and to follow [COVID-19 Secure guidelines](https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIn_XC1OTe6QIVCLLtCh19cABWEAAYASAAEgJJO_D_BwE) | **3** | **5** | **15** | Sharing of sheet music between members of orchestra is permitted, including desk sharing.  The librarian is to distribute music in person with the following measures:  Librarian has to handle music with sterile gloves and wear a face covering  Librarian to prepare sterilised airtight folders. These folders will be individually sterilised, cleaned and isolated for at least 72 hours previously.  Librarian to place music into prepared folders and isolate the folders containing the music for 72 hours.  Librarian to sterilise outside of the folders and place on relevant member’s chair at the first rehearsal before members arrive.  Upon members returning music to the librarian at the end of the term, the librarian will sterilise the outside of the folders and wear a face covering and sterile gloves when handling the music before returning it to the provider.  Sharing of stands and equipment (such as stationary) is permitted.  Equipment that has to be shared such as the conductor’s stand, podium, stands and chairs will be sterilised and cleaned before and after use.  Sharing of any wind, brass or string instruments is prohibited. Where members are borrowing an instrument, they must have sole use of it. Percussion players must bring their own beaters, and all shared percussion instruments will be cleaned and sterilised in-between users. |
|  | Mental Health | All SUSO Members | **3** | **5** | **15** | SUSO Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer support through training such as WIDE  Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | **2** | **4** | **8** | Regular communication of mental health information and SUSU policies for those who need additional support.  Committee will inform all members regularly about the services provided by the university for mental health support and will promote mental health and wellbeing awareness.  Committee members to periodically contact all SUSO members to check-up on their mental health – this is to ensure inclusivity of all members, creating a welcoming and friendly community.  Committee members will contact freshers and self-isolating or quarantined members more regularly (at least once a week) to support those who are at more risk of suffering from poor mental health.  Committee members who will be checking on all SUSO members will be WIDE trained and will not conduct any therapy or give personal assistance but will simply act as someone who can listen and point members to official student help services. |

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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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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: ROSANNA WADDINGTON | | | | Date: 15/09/2021 | Print name: CHARLOTTE MANN | | Date: 15/09/2021 |

**Assessment Guidance**

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| 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 |

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| **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** | | | | |

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| 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.

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| 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 |