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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Advertising upcoming shows through performances.****For a Redbrick performance space on 3rd March 2023 between 12:30pm and 2:30pm** | **Date** | **02/03/2023** |
| **Unit/Faculty/Directorate/Club or Society**  | Theatre Group and Showstoppers | **Assessor** | Rhiannon Morgan  |
| **President** | *Rhiannon Morgan – Performing Arts Officer* | **Signed off** | ***Rhiannon Morgan*** |

| ***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** |
| Performers damaging their voice through singing  | Illness, damaged vocal chords  | Performers  | **2** | **3** | **6** | * Ensure performers warm up sufficiently before singing and warm down after
* Performers whose voices are already sore or rough will be advised not to push their voice through risk of causing further damage.
 | **2** | **1** | **2** |  |
| Adverse weather  | * Injury
* Illness
* Slipping
* Sun burn
 | Performers, audience members  | **3** | **3** | **9** | * Lead organiser to check the weather are suitable for activities on the day
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts and private messaging
* In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate
 | **3** | **1** | **3** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
 |
| Cables/wires in area | * Tripping over wires and causing injury
* Pulling over equipment and causing it damage or further injury
 | Those in the vicinity | **4** | **4** | **16** | * **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**
 | **2** | **2** | **4** |  |
| Unmonitored Speakers causing feedback/deafening noise | * Hearing damage
* Disruption to unrelated activities
* Complaints
 | Those in the vicinity and potentially members of the public in the building/nearby  | **4** | **3** | **12** | * **Someone trained nearby to monitor levels**
* **Microphones/speakers turned off when not in use**
* **Volume kept low**
 | **4** | **1** | **4** |  |
| Unfamiliar space – steps and 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** |  |
| Unattended items | * Theft
 | All involved | **5** | **3** | **15** | * **No items to be left out of sight**
* **Valuable items to be kept on members/within reach**
* **Prioritise own safety- if threatened give up items**
 | **2** | **1** | **2** | In the event of theft the event organiser will [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)  |
| Overcrowding | Physical injury  | Event organisers and attendees | 1 | 3 | 3 | * Do not push/shove
* If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.
 | 1 | **2** | **2** | * Seek medical attention if problem arises
* **With support from a SUSU Activities coordinator Inform UoS security team of the event** (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day
* Security team may inform police of the event if required (e.g. marches)
 |
| Disturbance to public, students and staff  | Conflict, noise, crowds  | Event organisers and attendees, general public  | 2 | 2 | 4 | * Event planned for Redbrick avoids residential areas
* Everybody will be encouraged to stay together as a group
 | 1 | 2 | 2 | * **With support from a SUSU Activities coordinator Inform UoS security team of the event** -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
* Inform UoS/SUSU communications team of the event- can brief others via SUSSSED
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| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **1** | **5** | **5** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed
 | **1** | **4** | **4** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311).
 |
| Activities involving paint | Slipping, personal injury, damage to equipment  | Performances, audience members | 3 | 4 | 12 | * Ensure performers do not run on or near the stage
* Ensure any spillages are cleaned up immediately
* Use tarpaulin or something similar to ensure equipment is not damaged.
 | 2 | 2 | 4 |   |

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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** |
|  | Organizers to ensure they have shared and read Expect respect policy with members |  |  |  |  |
|  | Route planned and shared in advance with attendees |   |  |  |  |
|  | Organizers to confirm each premise is licensed |  |  |  |  |
|  | All major incidents will be logged with SUSU the next day.  |  |  |  |  |
|  | Weather check prior to event start  |  |  |  |  |
|  | WIDE training completed by committee  |  |  |  |  |
|  | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. |  |  |  |
| Responsible manager’s signature:  Shape  Description automatically generated with medium confidence | Responsible manager’s signature:  |
| Print name: Rhiannon Morgan | Date:02/03/23 | Print name: Soraya Fahmy | Date:02/03/23 |

**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 |