

Risk Assessment

Risk Assessment for the activity of	Chamber Choir Concert at St Michael the Archangel Church on 15/05/2026 at 7pm	6/5/26	Last review
Unit/Faculty/Directorate	SUSU Chamber Choir	Assessor	Cordelia Knight-Webb
Line Manager/Supervisor	VP Activities/Sport or Activities Coordinator	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	
Concert										
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> All boxes and equipment to be stored away from main meeting area, e.g. stored under tables Any cables to be organised as best as possible 	1	4	4	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU

<p>Insufficient Fire Safety awareness</p>	<p>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, buildup of flammable materials i.e. waste cardboard/boxes.</p>	<p>Members</p>	<p>2</p>	<p>10</p>	<p>5</p>	<ul style="list-style-type: none"> • ensure that members know • where the nearest fire exist are and the meeting place is outside, should it be needed <p>Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • 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 (on campus) or venue staff (external venue) • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311) • Follow SUSU incident report policy
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<p>Moving tables/chairs</p>	<ul style="list-style-type: none"> - Muscle strains and sprain, bruises etc - Dropping on/hitting others nearby 	<p>Those moving and those in the vicinity</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> - Large/heavy things to be moved by more than 1 person- seek support from SUSU facilities/venue staff as needed - Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates - Making sure people aren't too close before moving - Making sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 	<p>3</p>	<p>1</p>	<p>3</p>	<p>Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999</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. Follow SUSU incident report policy</p>
<p>Dropping or hitting 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 - Nothing to be kept on the floor unless essential 				<p>Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed</p>

<p>Moving/setting up instruments and stands</p>	<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 feet/another person - Falling moving equipment on stairs 	<p>Those setting up and members nearby or assisting.</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> - Any heavy items lifted by multiple people - Use lifts where possible for heavy items, where not possible extreme caution to be used and additional members should be on hand to assist - Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates - Teach members how to correctly carry equipment and how to safely set up specific items and don't allow untrained members to assist - Those carrying things be accompanied by someone able to clear a pathway open door - Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made 	<p>2</p>	<p>3</p>	<p>6</p>	<p>Committee to ensure tech team recruited/trained to move and set instruments</p>
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Cables/wires in area	<ul style="list-style-type: none"> - Tripping over wires and causing injury - Pulling over equipment and causing it damage or further 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 	2	2	4	
Unmonitored Speakers causing feedback/deafening noise	<ul style="list-style-type: none"> - Hearing damage - Disruption to unrelated activities/complaint 	Those in the vicinity and potentially members of the public in the building/nearby	5	3	15	<ul style="list-style-type: none"> - Someone trained nearby to monitor levels - Microphones/speakers turned off when not in use - Volume kept low 	4	1	4	
Consistent (intentional) loud noise	<ul style="list-style-type: none"> - Hearing damage 	Those regularly in the rehearsal	5	3	15	<ul style="list-style-type: none"> - 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 	3	2	6	
Concerts (in addition to above)										

<p>Large amounts of cash from ticket sales</p>	<ul style="list-style-type: none"> - Theft - Individuals being mugged/robbed - Loss/misplacement leading to financial loss 	<p>Those holding the money</p>	<p>3</p>	<p>4</p>	<p>12</p>	<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 - E.g. use of SUSU box office, hire/loan of contactless payment machines - 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. 	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ol style="list-style-type: none"> 1. Highlight the incident to any community police officers in the area/report to 111 2. <u>Complete a SUSU incident report</u>
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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	
Unfamiliar space – steps and raised flooring	<ul style="list-style-type: none"> - Trips and falls causing injury. 	Performers/anyone new to the space	5	3	15	<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	3	6	
Busking/Outdoor Performances										

Wet weather	<ul style="list-style-type: none"> - Instruments being damaged - Electrical equipment being damaged or causing shock - Slips and falls - Burns - Illness (heatstroke etc) 	All involved	5	5	25	<ul style="list-style-type: none"> - In severe weather no event to go forward - If Only light rain/or area wet, only acoustic performances to go ahead if at all if an uncovered space - Ensure that water is taken to hydrate - Regular breaks in the shade in the case of hot weather/inside in case of cold - Ensure appropriate clothing is worn for weather, e.g. coats, scarfs, sun hate - UV protection advised (sunscreen) - 	3	2	6	
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Unattended items	- Theft	All involved	5	3	15	<ul style="list-style-type: none"> - 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	<p>In the event of theft committee members will:</p> <ol style="list-style-type: none"> 3. Highlight the incident to any community police officers in the area/report to 111 4. <u>Complete a SUSU incident report</u>
Socials										



<p>Overly intoxicated members</p>	<ul style="list-style-type: none"> - Alcohol poisoning - Accidents including traffic accidents - Hypothermia 	<p>Members drinking excessively</p>	<p>4</p>	<p>5</p>	<p>20</p>	<ul style="list-style-type: none"> - Designated committee to be responsible for making sure people are getting home safe • /option- 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 	<p>4</p>	<p>2</p>	<p>8</p>	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Society to follow Code of conduct/Expect Respect policy & share with members</p> <p>Society committee WIDE training</p> <p>Follow SUSU incident report policy</p>
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Games/activities	<ul style="list-style-type: none"> - Muscle strains sprains - Trips falls - concussion 	Those participating	4	4	16	<ul style="list-style-type: none"> - Warm ups to be given before strenuous activity - Space to be cleared of obstacles and hazards - Space to be large enough for members to be spread out - Space to be made out of the way for a rest/not participating area so that people can safely disengage from the activity 	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
1	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: -Tours -High risk socials (eg trampolining) -Tech heavy events	Relevant committee members – president to ensure complete.	12/5/26		
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to	12/5/26		

		ensure complete.			
3	Relevant committee member to carry first aid kit in case of emergency.	Cordelia Knight-Webb	15/5/26		
4	Participant Briefing for transport to-and-from concert venue.	Cordelia Knight-Webb or Grace Gilbey	12/5/26		
5	Relevant safety checks conducted at venue.	Cordelia Knight-Webb	15/5/26		
Responsible manager's signature: 				Responsible manager's signature: 	
Print name: India Bunce				Print name: Cordelia Knight-Webb	
Date: 6/5/26				Date: 6/5/26	

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

