|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **The Edgetival** | | **Date** |  |
| **Unit/Faculty/Directorate** | **The Edge** | **Assessor** |  | |
| **Line Manager/Supervisor** | ***Morgan McMillan and Maddie Lock*** | **Signed off** |  | |

The Event – The Edge/LiveSoc Concert

The Edge and Live Music Society would like to host an in-person live event taking place on the Redbrick – following government guidelines. We will have 7 bands/musicians performing a 30-minute set with a 30-minute break between each performer for set up/set down and to clean the area. Musicians will bring their own equipment we will however provide drums, microphones and tech equipment. The musicians/bands range between 1 to 5 members. We also hope to record the set to livestream online, this will be easily recorded with a camera set up near the stage. The event will be a seated event with tables scattered around the redbrick with them being 1 or 2 metres apart (depending on government guidelines).

Here are the official guidelines we based this assessment off – https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts

| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Security/privacy issues related to use of video or voice call software. | Data protection breach | All participants | **3** | **2** | **6** | * Create password for participants * Ask participants to verify whether they are a student/member of SUSU * Avoid publishing links and passwords on social media or in public forums * Participants to be directed not to pass on link details to persons who are not members of SUSU, regardless as to how well they know them * Non-members should only be allowed to join if they are trusted by the committee, provide a clear benefit to the society such as instruction/guidance and can be verified by the host * Meeting host to compare the list of participants within the digital platform against the list of those expected to be in attendance at the start of every meeting. | **1** | **2** | **2** | Virtual meeting host to remove uninvited participants from the meeting where possible |
| Using other person’s personal details to host or participate in public events | Data protection breach | Person whose details are used | **3** | **2** | **6** | * Students to stream and join sessions using their own software account and identity rather than using another person’s details * If a participant is using another person’s device, they should change the automatic participation name where applicable (e.g. John’s iPad) | **1** | **2** | **2** |  |
| Inappropriate behaviour | Bullying and harassment of participants | All participants | **2** | **3** | **6** | **SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any vicitimisation through any activity, including online**   * Participants to be reminded to be respectful of others * Activity host to have read SUSU’s Expect Respect Policy   <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf> | **1** | **3** | **3** | * Activity host to remove participants from the activity if they are behaving inappropriately * Activity host to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org) |
| Physical activity | Participants who do not have the appropriate skill level may accidentally injure themselves during the activity | Participant | **2** | **3** | **6** | * Ensure all participants are aware of the required skill level in advance of the session * Remind participants of the required skill level at the start of the session | **1** | **3** | **3** | * (Optional) offer alternative physical activity during the session for participants who have a lower skill level * Advise a participant to sit out the session if that person’s lack of skill makes the activity unsafe for them * Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Physical activity | Participants who do not have the appropriate equipment or space for the activity may accidentally injure themselves | Participant | **2** | **3** | **6** | * Ensure all participants are aware of the space requirements and the required equipment in advance of the session * Remind participants of the required space and equipment at the start of the session | **1** | **3** | **3** | * Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them * Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Slips, trips and falls. | Physical Injury | Performers | **2** | **2** | **4** | * The performers most likely will be performing at home which means there will be a limited amount of space compared to performing onstage, in case of this I will encourage performers to tape any loose wires to the loop and are out of the way. * Encourage acoustic sets as they require less technical equipment which could lessen the possibility of any injuries. * If performers are not able to perform at home due to the space, The Edge will help the performers find another location to shoot their performance. * For those performing at the venue I will make sure there are no loose wires and tape wires to the floor. * Enough staging space for performers. | **2** | **1** | **2** | * Seek medical assistance rather by calling 111 (non-emergency) or 999 (emergency). * Advise participants to sit out the session if their space and/or equipment makes the activity unsafe for them * Notify the Activities Team at SUSU of any injuries resulting from any club/society activity |
| Coronavirus | The virus being spread unknowingly. | Every single person in the area. | **3** | **5** | **15** | * Maintain social distancing by limiting number of technicians and staff in the room. * All wearing face masks except those performing onstage. * Prevent unwell people attending the event. * Track and trace and retain information for 21 days. * Clean the stage before and after use and limited to a small number of people who touch the equipment. | **1** | **5** | **5** | * Call coronavirus helpline for advice on how to stay safe. * Consult with university and SUSU if Redbrick is suitable to hold this event. |
| Moving heavy equipment | Risk of back injury and injury caused by dropping equipment | Person moving equipment – back strain (i.e. bending legs) | **3** | **3** | **9** | * Manual handling course | **2** | **3** | **6** | * General awareness on how to lift equipment properly. * Will consider investing in a trolley for equipment. |
| Setting up technical equipment | Risk of electrocution & tripping on wires | People working on electronics/in close proximity | **1** | **3** | **3** | * Ensuring cables are not trailing * Switches * Using certified electrically safe products | **1** | **3** | **3** | * Taping cables to the floor |
| Playing loud music | Hearing damage | All who are present | **3** | **3** | **9** | * Recommending ear protection | **2** | **3** | **6** | * Keep volume down. * Provide (disposable) ear protection. * Avoid pointing microphones near or pointing towards monitors to reduce/eliminate feedback. |
| Dancing + Head Banging | Risk of erratic movement causing injury to surrounding audience. | Oneself and nearby people | **2** | **1** | **2** | * Ask people to be mindful of their surroundings. | **1** | **1** | **1** | * Ask people to leave if they are being continuously disruptive. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Security/Privacy: Ensure participates are students or members of SUSU or members of the public that are trust by committee. | Morgan McMillan | 01/10/2020 | |  |  | |
| 2 | Inappropriate behaviour: Monitor the comments section of the event and ensure there is no discriminatory or prejudice behaviour taking place. Also remind participants to be respectful of others. | Morgan McMillan | 01/10/2020 | |  |  | |
| 3 | Physical Activity: ensure all participants are aware of their skill level and space requirements for activity to take place.  Make sure all wires are safely taped to the floor and encourage acoustic sets for those in a small area. | Morgan McMillan | 01/10/2020 | |  |  | |
| 4 | Coronavirus: follow government guidance, all individuals except whilst performing to wear face masks in the venue. Socially distance where possible and ensure a limited number of individuals in the venue. | Morgan McMillan | 01/10/2020 | |  |  | |
| 5 | Moving Heavy Equipment: Ensure those handling heavy equipment have completed a manual handling course and have a general awareness on how to lift equipment properly. | Morgan McMillan | 01/10/2020 | |  |  | |
| 6 | Setting Up Technical Equipment: Ensuring cables are not trailing and are taped to the floor. Ensure we only use certified electrically safe products. | Morgan McMillan | 01/10/2020 | |  |  | |
| 7 | Playing Loud Music: Recommending ear protection to stop the possibility of hearing damage. | Morgan McMillan | 01/10/2020 | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |