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| Work/Activity: Concert at University of Chichester | | | |
| 3rd February 2018: Concert with University of Southampton Brass Band and University of Chichester Brass Band, 40 people leaving Southampton via Lucketts coach.  Pick up from Southampton University Highfield Interchange :13:00pm  Arrival at University of Chichester Campus: 14:00pm  Concert: 19:30pm-21:30pm  22:00pm- Pick up from Chichester campus. | | | |
| Group: | Assessor(s): [ risk assessor] | | Contact: [e-mail] |
| Guidance/standards/Reference documents | Competence requirements | | |
| * <http://www.hse.gov.uk/Risk/faq.htm> * Lucketts Private Hire terms and conditions | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] | |
| James Dale- Emergency first aid  Sophie Hart- Event organiser  Emma Button- Chichester University organiser | FAA Level 2 Emergency First Aid at Work  Teacher/ lecturer | |
| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.] |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| Travel to and from Chichester University | Injury in travel, on coach. Crash, emergency stop. | People on coach- Soton band members | Seatbelts, Driver from coach company- professional. | 1 | Sophie will ensure everyone fastens seatbelt. | Driver, individuals | 1 |  |
| Carrying instruments | Injury- muscle strain | Committee members transporting instruments. Instrument owners | Wheels on large instruments- e.g: Timpani, tubas.  Sufficient handles on cases, for ease of transport. | 1 | James on hand for first aid. Coach driver to assist with removal of instruments from underneath coach. | Instrument owners | 1 |  |
| Getting bands and audience into Church. | Tripping over objects. | Audience and Band | Make sure all objects are not in pathways. Ensure we use the dedicated storage space for cases and bags. | 1 | Band members check area before opening concert to public. To remove any hazards and store properly. | Band members, Sophie to double check | 1 |  |
| Loading and Unloading Instruments | Injury from removing instruments from underneath coach | Southampton Band members | According to Lucketts terms, Driver to open under coach storage and pass instruments to us, with help from 2 committee members. | 1 | We will all be on hand to remove instruments from busy areas and take at least one instrument each. All percussion to be provided by University of Chichester, meaning it is already at our venue. | Driver, Sophie to help. | 1 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |