|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Brass Band Rehearsals Academic Year 2020-21 | | **Date** | 29/08/2020 |
| **Unit/Faculty/Directorate** | Southampton University Brass Band (SUBB) | **Assessor** | Stella Harrison (President 2020/21) | |
| **Review by external professional** | Catherine Davison | **Date** | 26/08/2020 | |
| **Review by SUSU 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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| Many people playing brass instruments in indoor space | Spread of COVID-19 between members | All persons in rehearsal space | 4 | 5 | **20** | Stick to mainly remote rehearsals, with music shared on Dropbox and conductors share guidance via online videos.  Follow government guidelines for number of people in room (i.e. no full band rehearsals, but sectionals instead).  Ensure all brass players use Moisture Guard covers on bell of every instrument.  When playing, keep brass players 3m (without Moisture Guard) or 2m (with Moisture Guard) from other persons, and other members 2m from others (as suggested by Musicians’ Union). Maintain social distancing when not playing instruments, following government guidelines.  Those who are able to must wear nose and mouth coverings when gathering with society members indoors and not playing instruments (following government guidelines). | 1 | 4 | **4** | Book outdoor spaces for larger sectionals that cannot safely happen indoors (have requested that SUSU makes outdoor spaces bookable).  Make signs to put up in rehearsal room as a reminder to society members.  Suggest that those who are more vulnerable to the virus should not attend any society gatherings until government guidelines suggest it is safe to do so. |
| Multiple people sharing music | Spread of COVID-19 between members | All those sharing music | 4 | 5 | **20** | Print additional music so every member has their own pad and only one person touches each set of sheet music.  All members to bring their own music stand. | 1 | 4 | **4** | Encourage members to bring electronic equipment for viewing music digitally, to further reduce risk of sheet music spreading the virus. Additionally, this reduces printing and paper usage, to reduce our environmental impact.  Make signs to put up in rehearsal room as a reminder to society members.  Suggest that those who are more vulnerable to the virus should not attend any society gatherings until government guidelines suggest it is safe to do so. |
| Emptying spit from brass instruments | Spread of COVID-19 between members | All those in rehearsal space | 4 | 5 | **20** | All members to bring a tea towel or handtowels to rehearsals to place on floor by feet to empty spit onto.  SUBB to provide blue paper towel for those who do not bring their own re-usable towel.  Each member to throw their own spit paper in the bin at the end of each rehearsal and immediately wash hands (invest in paper). | 1 | 4 | **4** | Encourage members to wash their spit towel weekly and to keep it in their instrument cases.  Make signs to put up in rehearsal room as a reminder to society members.  Suggest that those who are more vulnerable to the virus should not attend any society gatherings until government guidelines suggest it is safe to do so. |
| Instruments & other equipment shared with other music societies | Spread of COVID-19 | All persons using or touching society instruments used by other people and societies | 4 | 5 | **20** | Leave at least 72 hours between different players using a shared instrument.  Ban the use of shared mouthpieces. Use sterilising tablets to sterilise shared mouthpieces before next use, and issue them to individuals that needs them, with strict instruction not to share.  At the end of each rehearsal, users of shared instruments must wipe them down with alcohol wipes, including percussion.  In the case of each shared brass instruments, keep paper log of users and when last lightly cleaned (alcohol wipes) and deep cleaned (given a bath).  SUSU to have designated team of people to move percussion and other shared items from the clubs & socs cupboard to rehearsal room and back, to limit number of persons in contact with shared items (as suggested by Musician’s Union). | 2 | 4 | **8** | Assign brass instrument to a single user, as decided upon between Brass Band, Concert Band and Jazz Band.  Shared brass instruments must have a deep clean (a bath, flush instrument with warm soapy water and scrubbed with appropriate instrument brushes) if assigned to a new player. Cleaning to be carried out by previous assigned user.  If shared instrument users are not diligent with their cleaning, it is the president’s discretion to ban the sharing of brass instruments to society members.  Make signs to put up in rehearsal room as a reminder to society members.  Suggest that those who are more vulnerable to the virus should not use shared instruments until government guidelines suggest it is safe to do so. |
| Setting up rehearsal space | Spread of COVID-19 | Committee members and all other members helping with setting up a rehearsal space | 4 | 5 | **20** | All members to wash hands when arriving to rehearsal space, and again after moving tables and percussion.  Those who are able to must wear nose and mouth coverings when not playing brass instrument (following government guidelines). | 1 | 4 | **4** | Make signs to put up in rehearsal room as a reminder to society members.  Suggest that those who are more vulnerable to the virus should not attend any society gatherings until government guidelines suggest it is safe to do so. |
| Setting up rehearsal space | Injury from lifting heavy instruments and tables | Committee members and all other members helping with setting up a rehearsal space | 3 | 3 | **9** | Use lift for transporting large percussion from the clubs & socs cupboard to the Plant Pot (rehearsal space).  Give all committee members a briefing on how to safely lift heavy items. | 1 | 3 | **3** | Committee members to complete e-learning course on heavy lifting, provided on the University of Southampton Blackboard. |
| Touching each other’s personal items | Spread of COVID-19 | All members in in the rehearsal space | 2 | 5 | **10** | Each member to keep their personal items (instrument cases, bag, coats etc.) on separate tables/areas in the room.  Each member to wipe down their own chair with sanitising/alcohol wipes at the end of each rehearsal.  Those who are able to must wear nose and mouth coverings when gathering with society members indoors and not playing instruments (following government guidelines). | 1 | 4 | **4** | Make signs to put up in rehearsal room as a reminder to society members.  Suggest that those who are more vulnerable to the virus should not attend any society gatherings until government guidelines suggest it is safe to do so. |
| Members with COVID-19 symptoms attending society gatherings | Spread of COVID-19 | All members in society | 4 | 5 | **20** | Prohibit all members showing symptoms of COVID-19 (high temperature, persistent cough, symptoms outlined by government), for attending society gatherings (including socials). | 1 | 4 | **4** | Keep register of all those attending each rehearsal in order to track and trace virus if member contracts COVID-19.  Suggest that those who are more vulnerable to the virus should not attend any society gatherings until government guidelines suggest it is safe to do so. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 | Invest in [two brass band sets of Moisture Guard, 2x£75](https://www.moistureguard.co.uk/product-page/full-brass-band-set?fbclid=IwAR1RQmQUNYZZ-7VNKEX-KNf6dAHgiarjJCKNuUYZH8k9lWcUgoH50bhe1KA) (Apply for £150 SUSU funding to cover this) | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| 2 | Invest in absorbent paper for releasing instrument spit into. Blue paper towels [2x£15.99 per box](https://www.amazon.co.uk/Tork-130073-Heavy-Duty-Absorbent-Suitable/dp/B00N28DE9G/ref=sr_1_2_sspa?dchild=1&keywords=absorbent+paper&qid=1595499969&sr=8-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUExTDEyRVpET0MzUDlLJmVuY3J5cHRlZElkPUEwNDk0OTg0M1ZKRTZWQkdRRFNWMiZlbmNyeXB0ZWRBZElkPUEwNzA1MDI1M1FMR0FCRVlQOVJJMiZ3aWRnZXROYW1lPXNwX2F0ZiZhY3Rpb249Y2xpY2tSZWRpcmVjdCZkb05vdExvZ0NsaWNrPXRydWU=) | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| 3 | Invest in sterilising tablets to clean shared mouthpieces. [1x£2.50 for 40 tablets](https://www.boots.com/Milton-Sterilising-Tablets-40pack-) | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| 4 | Invest in alcohol wipes to wipe down seats and shared instruments. [1x 6x125 wipes £29.99](https://www.amazon.co.uk/PDI-Sani-Cloth-70-Alcohol-Wipes/dp/B085S4B875/ref=sr_1_44?dchild=1&keywords=alcohol+wipes&qid=1597941731&sr=8-44) | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| 5 | Create signs to put up in rehearsal space, laminated so easy to clean (£20 budget). | Stella Harrison | 20 Sept 2020 | 27 Sept 2020 |  | |
| 6 | Matt Ellis (Band Manager) to discuss with Concert Band and Jazz Band about instrument sharing guidelines and if instrument sharing is even viable. | Matt Ellis | 20 Sept 2020 | 27 Sept 2020 |  | |
| Responsible manager’s signature: S. L. Harrison | | | | Responsible manager’s signature: | | |
| Print name: Stella Harrison (President 2020-21) | | Date: 29/08/2020 | | 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** | | | | |

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

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