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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Concert Band Rehearsal** | **Date** | **Academic Year** **2018/19** |
| **Club or Society** | **Concert Band** | **Assessor** |  |
| **President or Students’ Union staff member** | ***Kerry Barnard*** | **Signed off** |  |

| ***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** |
| Manual handling of instruments, equipment, music, music stands, chairs and tables | Back injury from lifting in an unsafe way. Injury from lifting above head height and dropping items. Strain from lifting heavy items. Injury from falling (when lifting above height). Crushed fingers from dropping items. Tripping whilst carrying items that prevent a clear view (could involve tripping up or down stairs).  | Members of band moving the items and people nearby.  | **4** | **3** | **12** | **It is not possible to eliminate or substitute the risk due to the nature of the rehearsals and need for set up.** **Do not allow people with known back injuries or muscle strains to help.** **For heavy items have more than one person carry items.** **Make sure someone accompanies carrier of objects who has a clear view of the path.** **Ensure people lifting know the basics of safe manual handling.** **Use a lift where possible to prevent items being carried up and down stairs.** **Don’t allow anyone to lift above their height.** **Use ladders in the case that no one is tall enough to reach an item.**  | **2** | **2** | **4** | Not required.  |
| Use of ladders | Injury from falling off ladder. Injury from dropping item whilst carrying it down/ up a ladder.  | The person on the ladder and people nearby.  | **3** | **4** | **12** | **Make sure a ladder which has passed appropriate safety checks is used.****Do not use a ladder if it does not seem secure.** **Make sure the ladder is in a secure and stable position before it is used.** **Make sure a spotter holds the ladder in place.****Do not hold objects whilst climbing/ descending the ladder but pass/ receive items to/ from person on ground instead.**  | **2** | **2** | **4** | Not required.  |
| Hitting people with instruments whilst playing/ dropping instruments.  | Injury from instruments.  | The person playing the instrument and those very close to the person playing the instrument. | **3** | **2** | **6** | **Ensure that everyone is appropriately spaced apart so that there is sufficient room to play instruments without bumping into others.**  | **2** | **1** | **2** | Not required.  |
| Injury and damage sustained during tour and people getting lost.  | Injury from travel including serious injury from vehicle collisions or ferry issues. Loss, theft or damage to instruments and personal belongings. Allergic reactions to food/ medication resulting in health problems. Getting lost from the whole group.  | Members attending the tour and others nearby (in the case of vehicle collisions).  | **4** | **4** | **16** | **Ensure all drivers of band members are adequately qualified and insured suitably with appropriate licenses.** **Make sure members keep rooms locked and instruments are all kept securely and out of sight.** **Encourage members to get appropriate instrument insurance as well as travel insurance.** **Make sure members don’t go off alone and have contact details for tour leaders and committee members.** **Make sure everyone declares medical issues and allergies, and travels with appropriate medication at all times.**  | **3** | **4** | **12** | Separate risk assessment to be completed.  |
| Transporting to and setting up for, as well as performing for concerts.  | Injury carrying/ moving equipment to concert hall including possible vehicle collision when transporting offsite. Tripping over of electrical wires resulting in injury.Accidents whilst making hot refreshments for the audience during the break. Fires resulting from electrical faults.  | Others on the road; members of band; members of the audience.  | **3** | **3** | **9** | **Ensure people carry items carefully and responsibly.****Large items to be transported by vehicles by an insured driver with appropriate license.** **Apply hazard tape to electrical wires and make sure there are no bare wires.** **Ensure everyone looks where they are walking.** **Ensure those handling food and drink have undertaken a food safety course.** **Ensure no fire escapes are blocked and correct procedures are in place. Ensure rooms are kept below maximum capacity.**  | **2** | **1** | **2** | Not required.  |
| Socials including going to pubs and clubs and activities such as camping or trampolining.  | Injuries, assault, theft whilst out especially as a result of/ worsened by consumption of alcohol. Injury whilst taking part in activities or as a result of travel.  | Members attending each social.  | **4** | **4** | **16** | **For nights out, everyone talked to about staying safe, make sure people do not drink dangerous amounts of alcohol (committee members to be responsible).** **Make sure no one is going off/ home alone.** **For activities make sure everyone knows what appropriate clothing to wear, reads any relevant safety material and attends any safety talk on activity.**  | **3** | **3** | **9** | Additional risk assessments for any particularly high-risk activities. |
| Busking  | Theft/ damage of instruments. Injury to or theft from members particularly when carrying instruments, stands, music etc. Particular danger in bad weather.  | Members participating in busking.  | **4** | **4** | **16** | **Cancel busking if weather is inappropriate (rain, severe wind, storms etc.) Make sure members are all comfortable in the position they are playing in.** **Transport heavy instruments by car where possible.** **Make sure no equipment is left unattended.**  | **2** | **2** | **4** | Not required.  |
| Noise  | Damage to ears due to loud sound from instruments.  | Members of the band; audiences to concerts.  | **3** | **3** | **9** | **Encourage members to wear protective ear buds during rehearsals and concerts.** **Keep volume of instruments to an appropriate noise level.**  | **1** | **1** | **1** | Not required.  |

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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** |
| 4 | Separate risk assessment to be made for tour.  | Tour secretary  | 02/02/19 | Annually  | Appropriate prevention of risks.  |
| 6 | Risk assessments to be made for any individual activities which still have high residual risk. | Social secretary  | A week before any activity  | For each activity  | Appropriate prevention of risks.  |
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| Responsible committee member signature: | Responsible committee member signature: |
| Print name: Kerry Barnard  | Date:29/08/18 | Print name: Fiona Sunderland | Date: 29/08/18 |

**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 |