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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Concert Band and Jazz Band Tour 2019** | **Date** | **18/03/2019** |
| **Unit/Faculty/Directorate** |  | **Assessor** |  |
| **Line Manager/Supervisor** |  | **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** |
| Carrying percussion and other equipment between the storage room, coach and venues | Incorrect lifting technique can put strain on the back and shoulders. Dropping heavy items can also cause harm | Members of the bands | **3** | **3** | **9** | Ensure that heavy equipment is not placed at a high elevation at concert venuesEnsure that heavy items are carried by two or more people at a timeEnsure that every carrier of equipment knows proper lifting techniques to move heavy items | **1** | **3** | **3** | Allow those that are experienced in carrying percussion to show others how to lift correctly or only allow members to carry percussion if they have done so before. |
| Setting up percussion, and dismantling after concerts | Bruising can be caused by trapping fingers between component parts of music stands or drums.  | Members of the band, members of the staff at the venue present during set up and pack down of equipment.  | **3** | **2** | **6** | Those with experience setting up percussion during rehearsals are allocated to set up at concertsEnsure proper lifting technique is usedEnsure two people carry any heavy itemsAll screws should be tightened fully when setting up **and** when packing away, to avoid unexpected movement of parts | **2** | **2** | **4** | Only allow those with experience to set up percussion. Explain to the staff at the venue the possible hazards of the percussion and other equipment.  |
| Getting on and off stages at venues | Falling from the front of stage could cause injury | Members of the band | **2** | **4** | **8** | Ensure there is enough distance between the edge of the stage and the conductor / first row of performers. Ensure no running on the stage. Warn members of any risks | **1** | **4** | **4** | Make the members of the bands aware of the safest way to make their way on and off stage. Ensure the edge of the stage is clearly visible; bring bright tape to be applied in a situation where the stage edge is not clearly visible. Ensure any stage rig lights are dimmed while performers are moving on and off of stage, so they are not blinded |
| Tripping over equipment including wires, instruments and instrument cases | Cuts, bruises or broken bones from falls caused by tripping over equipment.  | Members of the band; audience members; staff at concert venues | **2** | **4** | **8** | Ensure instrument cases are never left on stage, always stored tidily in the dressing room.Leave enough space between rows of stands for people to move freelyEnsure that instruments are kept in their case when not being playedTape any wires to the floor and keep unnecessary wires off the stage.Set up electrical items (eg. keyboard) as close to the socket as possible, so that the wire is not stretched too far.  | **1** | **2** | **2** | Warn the audience and staff at venue if there are any possible trip hazards.  |
| Moving chairs at the venues | Carrying a stack of chairs that is too large may cause strain on the back. Dropping chairs can cause minor injury such as bruising.  | Band members | **2** | **3** | **6** | Ensure that no member carries too many chairs at a time. A maximum number to carry should be based on factors such as the weight of the chairs used, and how awkward they are to carry.Ensure proper lifting technique is used. | **1** | **2** | **2** | Ask venue if chairs can be set up by venue staff to eliminate this risk to band members.  |
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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** |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**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 |