

Risk Assessment

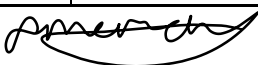
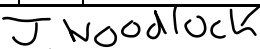
Risk Assessment for the activity of	Southampton University Concert Band Winter concert		Date	02/12/22
Club or Society	Southampton University Concert Band	Assessor	Joanna Woodlock	
President or Students' Union staff member	Ashia McManus	Signed off		

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Carrying percussion and other equipment between the storage room and main hall	Incorrect lifting technique can put strain on the back and shoulders. Dropping heavy items can also cause harm. Tripping whilst carrying items that prevent a clear view.	Members of the bands	3	3	9	Ensure that heavy items are carried by two or more people at a time. Ensure that every carrier of equipment knows proper lifting techniques to move heavy items. Do not allow people with known back injuries or muscle strains to help. Make sure someone accompanies carrier of objects who has a clear view of the path.	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. If an incident occurs seek Medical attention as needed. E.g. from the Venue or calling 111 or 999 Inform the duty manager ASAP of any incidents and follow the SUS incident report policy.

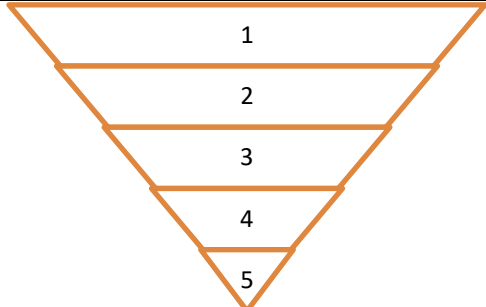
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Setting up percussion, and dismantling after concert	Bruising can be caused by trapping fingers between component parts of music stands or drums.	Members of the band	3	2	6	Those with experience setting up percussion during weekly rehearsals are allocated to set up at concert Ensure proper lifting technique is used Ensure two people carry any heavy items All 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 If an incident occurs seek Medical attention as needed. E.g. from the Venue or calling 111 or 999 Inform the duty manager ASAP of any incidents and follow the SUS incident report policy

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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; staff and audience at venue	3	4	12	Ensure instrument cases are never left on stage, always stored tidily in the dressing room. Leave enough space between rows of music stands for people to move freely. Ensure that instruments are kept in their case when not being played. Any cables to be organised as best as possible. Cable ties to be used if necessary.	1	2	2	Warn the staff/audience/band members at venue if there are any possible trip hazards.
Moving chairs at the venue	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	If an incident occurs Seek Medical attention as needed. E.g. from the Venue or calling 111 or 999 Inform the duty manager ASAP of any incidents and follow the SUS incident report policy

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Hitting people with instruments whilst playing/dropping instruments.	Injury to surrounding people Damage to 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. Larger instruments/instruments that move a lot (trombones) are given extra space.	1	1	1	Committee to ensure room booked at venue is adequate with enough space to accommodate larger instruments. Request room change as needed
Unfamiliar space – steps and raised flooring	Trips and falls causing injury.	Performers/anyone new to the space	4	3	12	All members to be shown the space before starting and steps to be pointed out. If any raised areas/steps are not clearly marked, make venue caretaker aware and mark out where possible.	2	3	6	Make sure people only enter necessary areas of the venue to reduce the likelihood of coming across unknown area/trip hazards. If an incident occurs seek Medical attention as needed. E.g. from the Venue or calling 111 or 999 Inform the duty manager ASAP of any incidents and follow the SUS incident report policy

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Using a kettle-handling boiling water when making hot drinks	Burns to skin	Ushers preparing the drinks	3	2	6	Ensure ushers are aware of the risk and are cautious when preparing hot drinks for example by concentrating on what they are doing and preparing drinks on a flat stable surface.	2	2	4	If an incident occurs seek Medical attention as needed. E.g. from the Venue or calling 111 or 999 Inform the duty manager ASAP of any incidents and follow the SUS incident report policy.
Food	Those with food allergies having a reaction Food poisoning Choking	Those eating	3	5	15	No home-made food items will be present All food will be bought from establishments with appropriate food hygiene rating Packets will be kept for reference of ingredients Food will only be provided and eaten when other activities have stopped	1	5	5	If an incident occurs seek Medical attention as needed. E.g. from the Venue or calling 111 or 999. Inform the duty manager ASAP of any incidents and follow the SUS incident report policy
Responsible manager's signature: 						Responsible manager's signature: 				
Print name: Ashia McManus			Date: 02/12/2022			Print name: Joanna Woodlock			Date: 02/12/2022	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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