

Risk Assessment				
Risk Assessment for the activity of	Southampton University Concert Band rehearsals		Date 06/12/22	Last review
Society	SUSU 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	
Normal rehearsals										

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Moving tables, chairs, instruments, music and music stands	-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. -Falling moving equipment on stairs	Those moving equipment and those in the vicinity	4	3	12	<ul style="list-style-type: none"> - Large and heavy things to be moved by more than 1 person- seek support from SUSU facilities/venue staff as needed - Use lifts where possible for heavy items, where not possible extreme caution to be used and additional members should be on hand to assist - 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. - Making sure people aren't too close before moving 	3	1	3	<p>Seek Medical attention as needed. E.g. SUSU Reception, 111, 999</p> <p>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>

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Hitting people with instruments whilst playing/ dropping instruments	<ul style="list-style-type: none"> - Damage to instruments - Injury to surrounding people - Damage to space being used 	Those in the vicinity	4	2	8	<ul style="list-style-type: none"> - Make sure everyone is spaced out as much as possible so people can move around as much as possible - Larger instruments/instruments that move a lot (trombones) are given extra space - Instruments to be put in case or safely out of the way when not in use - Nothing to be kept on the floor unless essential 	1	1	1	Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed

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Setting up/dismantling instruments and stands	<ul style="list-style-type: none"> - Trapping fingers in stands or other items - Damaging equipment - Dropping equipment on feet/another person 	Those setting up and members nearby or assisting.	5	4	20	<ul style="list-style-type: none"> - Teach members how to safely set up specific items and don't allow untrained members to assist - Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made - All screws should be tightened fully when setting up and when packing away, to avoid unexpected movement of parts 	2	3	6	<p>Committee to ensure only those with experience to set up set instruments</p> <p>Seek Medical attention as needed. E.g. SUSU Reception, 111, 999</p> <p>All incidents are to be reported ASAP ensuring the duty manager has been informed. Follow <u>SUSU incident report policy</u></p>

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Tripping over equipment including wires, instruments and instrument cases	- Tripping over equipment and causing injury	Those in the vicinity	5	4	20	<ul style="list-style-type: none"> - Any cables to be organised as best as possible - Cable ties/to be used if necessary - Hazardous sections to be blocked off e.g. using chairs & signage - Ensure that instruments are kept in their case when not being played. - Nothing to be kept on floor unless essential 	2	2	4	Seek Medical attention as needed. E.g. SUSU Reception, 111, 999 All incidents are to be reported ASAP ensuring the duty manager has been informed. Follow SUSU incident report policy
Consistent (intentional) loud noise	- Hearing damage	Those regularly in the rehearsal	5	3	15	<ul style="list-style-type: none"> - Recommend earphones are used by affected members - Position musicians appropriately so direct exposure is minimised - Mutes/screens utilised if/where appropriate - Avoid use of small confined spaces 	2	2	4	Not required.

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Concerts (in addition to above)									

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Large amounts of cash from ticket sales	<ul style="list-style-type: none"> - Theft - Individuals being mugged/robbed - Loss/misplacement leading to financial loss 	Those holding the money	3	4	12	<ul style="list-style-type: none"> - Cash to be deposited after each event - Money to be kept in lockable box - Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) - Where possible offer option to pre-buy tickets to avoid cash purchases - Money to not be left unattended - collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 	2	3	6	In the event of theft committee members will: <ol style="list-style-type: none"> 1. Highlight the incident to any community police officers in the area/report to 111 2. <u>Complete a SUSU incident report</u>

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Transport of equipment/people	<ul style="list-style-type: none"> - Muscle strain/sprain loading equipment - Traffic accident resulting from equipment obstructing view - Injury resulting from unsecured equipment being transported 	Those loading or in any vehicle transporting	4	4	16	<ul style="list-style-type: none"> - Any equipment being transported by vehicle being appropriately strapped down - Any equipment to not obscure any view that is legally required and driver to be comfortable, using a banksman where necessary - If using van/minibus, the driver to be appropriately trained and insured - Any heavy items to be carried by at least 2 people, or using trolley/lift etc where possible 	2	2	4	Not required.

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Unfamiliar space – steps and raised flooring	- Trips and falls causing injury.	Performers/anyone new to the space	5	3	15	- All members to be shown the space before starting and steps to be pointed out, with players positioned so they are unlikely to fall - 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.
Busking										

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Wet weather or very hot weather	<ul style="list-style-type: none"> - Instruments being damaged - Electrical equipment being damaged or causing shock - Slips and falls - Sun burns - heatstroke 	All involved	5	5	25	<ul style="list-style-type: none"> - In severe weather no event to go forward - If Only light rain/or area wet, only acoustic performances to go ahead if at all if an uncovered space - Ensure that water is taken to hydrate - Regular breaks in the shade in the case of hot weather/inside in case of cold - Ensure appropriate clothing is worn for weather, e.g. coats, scarfs, sun hat - UV protection advised (sunscreen) 	3	2	6	Seek Medical attention as needed. E.g. SUSU Reception, 111, 999 All incidents are to be reported ASAP ensuring the duty manager has been informed. Follow SUSU incident report policy

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Unattended items	- Theft	All involved	5	3	15	<ul style="list-style-type: none"> - No items to be left out of sight - Valuable items to be kept on members/within reach - Prioritise own safety- if threatened give up items 	2	1	2	In the event of theft committee members will: 3. Highlight the incident to any community police officers in the area/report to 111 4. <u>Complete a SUSU incident report</u>
Socials										

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Overly intoxicated members	<ul style="list-style-type: none"> - Alcohol poisoning - Accidents including traffic accidents - Hypothermia 	Members drinking excessively	4	5	20	<ul style="list-style-type: none"> - Designated committee to be responsible for making sure people are getting home safe - Discourage drinking games - Use SUSU minibus or radio taxis to ensure members are being safely transported home - Staying with members and not allowing them to go off by themselves - Calling for first aid assistance where necessary 	4	2	8	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Society to follow Code of conduct/Expect Respect policy & share with members</p> <p>Society committee WIDE training</p> <p>Follow SUSU incident report policy</p>

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Food	<ul style="list-style-type: none"> - Those with food allergies having a reaction - Food poisoning - Choking 	Those eating	3	5	15	<ul style="list-style-type: none"> - Home made items to be avoided by those with allergies and should be made by those with appropriate food hygiene training - Only order/buy food at establishments with appropriate food hygiene rating - Food to only be provided/eaten when other activities are stopped 	1	5	5	Seek Medical attention as needed. E.g. SUSU Reception, 111, 999 All incidents are to be reported ASAP ensuring the duty manager has been informed. Follow SUSU incident report policy

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Games/activities	<ul style="list-style-type: none"> - Muscle strains sprains - Trips falls - concussion 	Those participating	4	4	16	<ul style="list-style-type: none"> - Warm ups to be given before strenuous activity - Space to be cleared of obstacles and hazards - Space to be large enough for members to be spread out - Space to be made out of the way for a rest/not participating area so that people can safely disengage from the activity 	2	2	4	Additional risk assessments for any particularly high-risk activities.

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	Separate risk assessment to be made for tour.	Tour secretary	01/03/23	Annually	Appropriate prevention of risks.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

2	Risk assessments to be made for any individual activities which still have high residual risk.	Social secretary	Three weeks before activity	For each activity	Appropriate prevention of risks.
3	Committee to read and share SUSU Expect Respect Policy	All committee members – president to ensure complete.			
Responsible manager's signature:				Responsible manager's signature:	
Print name: Ashia McManus		Date: 06/12/2022		Print name: Joanna Woodlock	
				Date: 06/12/2022	

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	

	5	10	15	20	25
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

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.

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.

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

