

Risk Assessment				
Risk Assessment for the activity of	Southampton University Concert Band rehearsals		Date 02/01/23	Last review
Society	SUSU Southampton University Concert Band	Assessor	Fiona Sunderland	
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										

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	
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 <u>SUSU incident report policy</u></p>

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	
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

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	
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	Committee to ensure only those with experience to set up set instruments 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 <u>SUSU incident report policy</u>

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	
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.

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					
2					
3					
Responsible manager's signature:				Responsible manager's signature:	
Print name: Ashia McManus			Date: 02/01/2023	Print name: Fiona Sunderland	
				Date: 02/01/2023	

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				

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

