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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Melodics Rehearsals** | **Date** | **15/9/20** |
| **Club or Society** | **Melodics** | **Assessor(s)** | **Jack Turner & Sophie Atkinson** |
| **President or Students’ Union staff member** | ***Gemma Carter*** | **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** |
| Slips, trips and falls | Tripping over bags or steps when moving around – results in bodily injury | User, those nearby | **3** | **4** | **12** | **Keep bags off steps, tuck bags under seats or to the side, be aware of surroundings, don’t climb over seats** | **3** | **1** | **3** |  |
| Heavy lifting | Straining muscles or dropping heavy equipment | User, those nearby | **3** | **4** | **12** | **Leave piano where it is, heavy equipment to be handled by more than one person, lift with straight back and bent knees** | **2** | **2** | **4** |  |
| Overheating/dehydration | Overheating in summer months when room becomes warm or when in high capacity | User | **2** | **3** | **6** | **Advise all members to bring full water bottles to each rehearsal, take frequent breaks** | **1** | **2** | **2** |  |
| Electrical injury | Possibility of unsafe electricals, electric shock | User, those nearby | **2** | **3** | **6** | **Only use university approved electricals, do not attempt to use or fix broken electrical items such as plugs with loose wires, notify university of unsafe electrical items, don’t touch with wet hands** | **1** | **2** | **2** |  |
| Damage to throat/voice | Sore throat | User | **2** | **1** | **2** | **Drink water during rehearsals, don’t strain voice when singing** | **1** | **1** | **1** |  |

**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** |

|  |  |
| --- | --- |
| 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 |