

Risk Assessment

Risk Assessment for the activity of	Melodics Generic Risk Assessment <i>Meetings (rehearsals), Socials, Fundraising</i>		Date	17/01/2023
Unit/Faculty/Directorate	SUSU Melodics	Assessor		Jane Turner
Line Manager/Supervisor	President	Signed off		Hector Walker

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	
Slips, trips and falls	Physical Injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> All walking areas to be scrutinised for potential trip hazards Report hazards to building staff 	1	4	4	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need Contact facilities team via SUSU Contact emergency services if needed

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Singing, especially for long hours	Strain or damage of the vocal chords / throat	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> • Ensure breaks are taken during rehearsals, especially in longer rehearsals • Ensure proper singing technique is advised to members. • Do not pressure members to sing in ranges that feel uncomfortable 	1	3	3	

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Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Committee check on room pre-booking, checks on space, lighting, access, tech available Ensure space meets needs of members, e.g. considering location & accessibility of space Committee to consult members on needs and make reasonable adjustments where possible 	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises Liaise with SUSU reception/activities team on available spaces for meetings Postpone meetings where space cannot be found Look at remote meeting options for members Committee WIDE training

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Socials: Costumes / Fancy dress	Props / costumes causing injury or offence	Participants and members of the public	2	2	4	<ul style="list-style-type: none"> • Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. • Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these 	1	2	2	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed • Committee WIDE training

<p>Socials: Alcohol consumption</p>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants</p>	<p>Event organisers, event attendees</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though are expected to act sensibly • Initiation behaviour not to be tolerated and drinking games are to be discouraged • For socials at bars/pubs etc bouncers will be present at most venues. • Bar Security staff will need to be alerted and emergency services called as required. • Where possible the consumption of alcohol will take place at licensed premises. The conditions of the license will be adhered to and alcohol will not be served to customers who have drunk to excess • Committee to select “student friendly” bars/clubs and 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 • Committee WIDE training
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						contact them in advance to inform them of the event				

<p>Socials-travel</p>	<p>Vehicles collision – causing serious injury</p>	<p>Event organisers, event attendees, members of the public</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though are expected to act sensibly • Local venues known to UoS students chosen • Event organisers will be available to direct people between venues • Attendees will be encouraged to identify a “buddy”, this will make it easier for people to stay together. This will be encouraged (but not expected) to look out for one another and check in throughout the night wherever possible • Avoid large groups of people totally blocking the pavement or spilling into the road • Anyone in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go 	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> • Where possible venues chosen for socials will be local/known to members and within a short distance from each other • Contact emergency services as required 111/999 • Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed • Follow SUSU incident report policy
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						home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis) <ul style="list-style-type: none"> • Be considerate of other pedestrians and road users, keep disturbance and noise down. 				

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Socials/Meetings: Medical emergency	Members may sustain injury/become unwell Pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU reception/venue staff for first aid support 	2	5	10	<ul style="list-style-type: none"> Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer have been informed Follow SUSU incident report policy

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Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from the induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes	Members	2	5	10	<ul style="list-style-type: none"> Ensure that members know where the nearest fire exits are and the meeting place is outside, should it be needed Build-up of rubbish is to be kept to a minimum. Excess build-up is to be promptly removed and deposited in the designated areas 	1	5	5	<ul style="list-style-type: none"> All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer has been informed Call emergency services and University Security: Emergency contact number for Campus Security: +44 (0)23 8059 3311


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COVID-19	Contraction of the COVID-19 virus.	Attendees, students, staff, vulnerable groups (elderly, pregnant members, those with existing underlying health conditions), anyone who physically comes into contact with attendees	2	5	10	<ul style="list-style-type: none"> • Providing hand sanitiser around the environment and frequently cleaning and disinfecting objects and surfaces are touched regularly • Social distancing: ensure a large rehearsal space is used so that members may socially distance if desired • Ensure to inform members if any of the attendees contract COVID-19 • Ensure to keep up to date with latest government and scientific guidance. 	1	5	5	

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Socials: Adverse Weather	Injury, illness, slipping, sunburn, heatstroke	All who attend	3	3	9	<ul style="list-style-type: none"> • Lead organiser to check the weather is suitable for activities on the day • SUSU/UoS Facilities team check of buildings and spaces prior to the event • Warn those attending to prepare by wearing appropriate clothing and footwear e.g. by social media posts, email invites • In case of hot weather organisers to advise participants to bring/wear appropriate levels of sunscreen/hydration 	3	1	3	<ul style="list-style-type: none"> • If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date

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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic risk assessment	Relevant committee members - president to ensure completion			
2	Committee to understand SUSU Expect Respect Policy	Relevant committee members - president to ensure completion			

Responsible manager's signature: 

Print name:
Jane Turner

Date:
17/01/2023

Responsible manager's signature: 

Print name:
Hector Walker

Date 17/01/23

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

