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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Weekly Jazz Band Rehearsals** | **Date** | **Academic Year 2020/21** |
| **Club or Society** | **SU Jazz Band** | **Assessor** | **Fiona Sunderland** |
| **President or Students’ Union staff member** | ***Kenneth Leung*** | **Signed off** | ***A picture containing drawing  Description automatically generated*** |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

|  | ***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** |  |
| Injury whilst moving tables/chairs and setting up. | Back injury from lifting something to heavy.Injury from hitting or dropping tables/chairs. Crushing fingers. Damage to the drum kit. | Those moving them and nearby people | **4** | **2** | **8** | Make sure multiple people are assigned to each table. Don’t allow anyone with existing back injuries to help. Make sure only a few people who know what they’re are assigned to setting up the drum kit so people don’t get in the way and knock anything or catch fingers. | **2** | **1** | **2** |  | Not required. |
| Injury whilst moving instruments into rehearsal space  | Back injury from lifting something to heavy. Tripping walking from clubs and socs to the cafe whilst carrying. Crushing fingers. Damaging instruments. | Those moving and nearby people | **4** | **3** | **12** | Make sure the lift is used wherever possible for heavy items. Have at least two people moving large instruments such as the drum kit, make sure people know how to lift and carry things correctly. Make sure everyone able to, helps clear the room for rehearsing. | **2** | **2** | **4** |  | Not required |
| Hitting nearby people while playing. Dropping instruments | Injury from having large instruments falling/ being dropped. Knocking instruments and causing damage | Those in the rehearsal or nearby | **3** | **3** | **9** | Ensure everyone is appropriately spaced so that people will not bump into each other or be able to knock and damage instruments. With the ongoing pandemic committee will also ensure close person contact is avoided. | **2** | **1** | **2** |  | Not required |
| Transporting too and setting up for concerts. | Injury carrying/moving equipment for off-campus concerts. | Members | **3** | **2** | **6** | Make sure people are carrying things correctly and are taking care. Large items to be transported by car and everyone able to help, helping carry things.  | **2** | **1** | **2** |  | Not Required. |
| Socials including nights out in town, and activities such as trampolining | Injuries, assault or theft whilst out especially as a result of/worsened by consumption of alcohol. Injury whilst taking part in injuries or as a result of travel. | Members attending each social | **4** | **3** | **12** | For nights out everyone talked to about staying safe, make sure no one is drinking too much (committee members to be responsible) make sure no one is going off/home alone. For activities make sure everyone knows what appropriate clothing to wear, reads any relevant safety material and attends any safety talk on activity. | **3** | **3** | **9** |  | Additional risk assessments for any particularly high-risk activities (those which would still have a high risk score). |
| Busking | Theft/damage of instruments. Injury or theft of members particularly when carrying instruments, stands, music etc. Particular danger in bad weather. | Members participating in busking | **4** | **4** | **16** | Cancel busking if weather is not deemed appropriate (rain, severe wind etc.). Make sure heavy instruments are taken by someone driving, everyone able to help carrying to help moving equipment and no one to take too much. Make sure members are all comfortable in the position playing in. Make sure all stuff is nearby and can be seen at all times and instruments to never be unattended. | **2** | **2** | **4** |  | Not required. |
| Injury and damage incurred during tour and people getting lost. | Loss or theft of instruments, or damage in transit. Injury from travel including serious injury from vehicular collisions. Theft whilst staying in accommodation or theft of instruments/ pickpocketing whilst busking and out and about. Reactions to food/medication resulting in health problems. | Members attending the tour | **4** | **4** | **16** | Ensure all drivers are adequately qualified and comfortable driving. Make sure members keep rooms locked and instruments all kept securely and out of sight. Make sure members don’t go off alone and have contact details for tour leader and others. Make sure everyone declares medical issues and allergies, and have appropriate medication at all times including epipens. This will be assessed separately and the likelihood of the event happening will be under on-going evaluation. | **3** | **4** | **12** |  | Separate risk assessment to be completed |
| COVID-19 | Infection of COVID-19 disease by the virus SARS-CoV-2. Infected personnel can show no symptoms in the 14-day incubation period, risking transmission to other personnel in their day to day life contact. COVID-19 can cause a continuous cough, high fever and loss of taste and smell. In several cases COVID-19 can be fatal. | Members attending in rehearsals, members nearby, members who have been in contact with those in rehearsals in the next 14 days | **4** | **5** | **20** | Ensure social distancing occurs throughout the whole time in band activities. This includes limiting rehearsals to 6 person groupings maximum, with each person at least 2 meters away from the next person. Those playing wind and brass instruments would be recommended to have a 3 meter distance and not facing directly to another person when playing. There will be no sharing of equipment such as instruments and music, where each member will assemble and disassemble their own instruments as well as deep cleansing of their musical instruments and relevant equipment after each rehearsals.  | **3** | **5** | **15** |  | Separate risk assessment to be completed |
| Using Laptops/Tablets to Read Sheet Music  | Injury due to Falling Laptops/Tablets from Unsteady Platforms such as Music Stands | Members Attending Rehearsals | **4** | **3** | **12** | Ensure members are using stable platforms.Ensure those having tables are on a stable and secure music stand, which should be secured tightly in all joints before placing any tables on topPossibly providing tall chairs in the plant pot for members using a laptop to read music | **2** | **2** | **4** |  | Not Required |
| Noise | Damage to ears due to loud sound from instruments, or monitors not positioned and causing loud sound from feedback in the PA system for vocalists | Members attending rehearsals, audiences to concerts | **3** | **3** | **9** | Encourage members to wear protective ear buds during rehearsal and concerts.Keep volume of instruments to an appropriate noise level, and avoid playing directly at someone’s earEnsure PA/mic system is set up properly and tested before rehearsal/concerts | **1** | **1** | **1** | **.**  | Not required |
| Trip Hazard of PA System Cables | Injury due to tripping of individual being unaware of PA system cables lying around rehearsal  | Members attending rehearsals | **3** | **3** | **9** | Ensure cables are tucked near sofas, the side, or areas where less people will be walking aroundAlert members to be aware of the cables and move with caution around the PA system | **1** | **1** | **1** |  | Not required |

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|  | ***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** |
| 7 | Separate risk assessment to be made for tour | Tour secretaries | 24/05/19 |  | TBC |  |
| 5 | Risk assessments to be made for any individual socials which still have high residual risk | Social secretary | TBC |  | TBC |  |
| 8 | Separate risk assessment to be made for analysis COVID-19 related risks | President | 18/09/20 |  | Monthly |  |
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| Responsible manager’s signature: |  | Responsible manager’s signature: |
| Print name: Kenneth Leung | Date: 18/09/20 |  | Print name: Fiona Sunderland | Date: 26/09/20 |

**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** |

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| 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 |