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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Jazz Band Jam Concert / Nathans Final Recital (in the Bridge)(18/05/2023)** | | **Date** | **25th March 2023** |
| **Unit/Faculty/Directorate** | **SU Jazz Band** | **Assessor** | **Fiona Sunderland** | |
| **Line Manager/Supervisor** | ***Mollie Lee (Activities Coordinator)*** | **Signed off** | ***A picture containing diagram  Description automatically generated*** | |

| ***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 too heavy. Injury from hitting or dropping something (e.g. table). Crushing fingers. Damage to equipment. | Those moving them and nearby people. | **4** | **2** | **8** | Make sure multiple people are assigned to each table. Don’t allow anyone with preexisting conditions to help. Make sure only a few people are assigned to each object/piece of equipment to minimise crowding so that people don’t get in the way and knock things or catch fingers. Make sure only people who know what they are doing are assigned to equipment set up (e.g. assembling the drum kit, wiring the PA). | **2** | **1** | **2** | Not required |
| Injury whilst moving equipment to and from the Bridge | Back injury from lifting something too heavy. Tripping whilst walking between clubs&socs and cafe whilst carrying. Crushing fingers. Damage to equipment. | Those moving and nearby people. | **4** | **3** | **12** | Use the lift wherever possible for heavy items – seek support from SUSU/venue staff as needed. Have at least two people moving large items (e.g. drum kit). Make sure people know how to lift and carry objects correctly. Make sure everyone able to help does.  Make sure committee are overseeing this and one member (Band Manager if possible) is directing what needs to be taken and where. | **2** | **2** | **4** | Seek medical attention as needed – e.g. from SUSU Reception, Venue, 111, 999. All incidents reported to SUSU as soon as possible. |
| Hitting nearby people while playing. Dropping instruments. | Injury from being hit by a large instrument falling/being dropped. Damage to instruments. | Those seated (or standing) nearby in the band or audience | **3** | **3** | **9** | Ensure everyone is appropriately spaced so that they will not bump into each other or be able to knock and damage instruments.  When going on stage send people off by row back to front to people do not have to ‘climb’ over those already seated. Reverse process at the end of concert. | **2** | **1** | **2** |  |
| Using laptops/tablets to read sheet music. | Injury due to falling laptops/tablets from unsteady platforms (e.g. music stands). | Those playing in the concert | **4** | **3** | **12** | Ensure members are using stable platforms. Ensure any music stands used are stable and secure, with all joints secured tightly, before any tablet is placed on top. Use non-music-stand platforms where deemed appropriate (e.g. a tall chair to support a laptop).  All members including those who prefer to use tablets provided with paper sheet music which can be switched to if there are any concerns/problems during the concert. | **2** | **2** | **4** | Not required |
| Noise. | Damage to ears/hearing due to loud sound from instruments, or monitors not positioned correcting and causing loud sound from feedback in the PA system. | Those playing in the concert and audiences (and anyone else in the space such as bar staff) | **3** | **3** | **9** | Encourage members to wear protective ear buds during rehearsals and concerts. Keep instrument volume to an appropriate level, and avoid playing directly at someone. Ensure the PA system is set up and tested properly before concert.  Sound check will be done prior to start of concert to ensure appropriate levels. Where possible someone who is not playing in the set will be designated to control the sound desk, or a committee member will monitor during check and desk will be with them during concert. | **1** | **1** | **1** | Not required |
| Trip hazard of cables (e.g. extension leads, PA system). | Injury due to tripping of individual unaware of cables lying around during set up, or leads from PA system. | Those in the space | **3** | **3** | **9** | Ensure cases and equipment is put in a separate green room or sorted neatly in one corner out of the way of where anyone entering the space will walk.  When setting up PA and amps, committee to go round with electrical tape and ensure any wires are taped down. Where possible leads to amps and over equipment to be tucked behind the stage area. | **1** | **1** | **1** | Not required/ |
| Overcrowding | * Too many people in the venue * Surges within a crowd leading to injury (falls) * Being pushed into equipment resulting in an injury * Audience being too close to the music equipment causing hearing damage | Members of the public and others using the space | **3** | **4** | **12** | * The event cannot have a charge due to the exam feature, however we will set up a free ticket system so we can monitor the amount of attendees and keep it within a safe number. * Space the tables out enough so there is limited crowding in a small area. * Keep tables a safe distance from equipment and wires in the venue, to prevent being pushed into it and limit sound exposure | **3** | **2** | **8** | Set up a seating plan in advance of the event  Cover as many wires as possible on the night  Seek advice from SUSU if required. |
| Fire Safety | Unclear exit routes, causing issues leaving in event of a fire. | Everyone in the venue | **2** | **4** | **8** | Leave clear pathways around the venue so in the event of a fire it is clear how to exit. Make sure all members involved in the event are aware of what to do in the event of fire.  Make sure all equipment is safe for use (PAT tested) to limit the risk of electrical fire | **2** | **2** | **4** | Keep up to date knowledge on SUSU’s fire safety procedures |
| Alcohol Consumption / Over drinking | * Over drinking leading to health complications * Injury caused to or by someone who has drunk excessively * Injury or issues caused after leaving the event, people ending up in an unsafe environment | Anyone in the venue | **3** | **4** | **12** | * Making sure people involved are aware of the consequences of over drinking (particular society members). * looking out for those who may have drank too much, and in such a case, stopping them for drinking anymore and making sure they are kept safe. * Making sure all members get home safely if they seem to have drunk to much, and checking they need no medical attention. | **2** | **3** | **6** | Seeking medical advice if the circumstance requires it  Seek further advice from SUSU |

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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 | Set seating plan prior to event and ticket system is in place | Vice-president | 01/05/2023 | TBC |  | |
| 8 | Check all equipment is PAT tested | President | 01/05/2023 | TBC |  | |
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| ***A picture containing diagram  Description automatically generated***Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: COURTENAY BOLT | | | Date: 25/03/2023 | Print name: JOEL BLAKEY | | Date: 25/03/2023 |

**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 |