


Risk Assessment

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|--|------------------------------------|-------------------|---|----------------------------------|
| Risk Assessment for the activity of | Weekly Jazz Band Rehearsals | | Date | Academic Year 2023/24 |
| Unit/Faculty/Directorate | SU Jazz Band | Assessor | Kenneth Leung (President) | |
| Line Manager/Supervisor | Molly Dean (Vice-President) | 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 | |
| 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 | <p>Make sure multiple people are assigned to each table. Don't allow anyone with pre-existing 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.</p> <p>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).</p> | 2 | 1 | 2 | Not required. |

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| Injury whilst moving equipment to and from rehearsal space. | Back injury from lifting something too heavy. Tripping whilst walking between clubs&socs and plant pot 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. Drums kit). Make sure people know how to lift and carry objects correctly. Make sure everyone able to help does so when clearing the room for rehearsal. | 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 in the rehearsal or nearby | 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. | 2 | 1 | 2 | Committee to make sure an adequately sized room is booked. |

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| Transporting to 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 with care. Large and/or heavy items to be transported by car. Involve everyone able to with carrying items. | 2 | 1 | 2 | Not required |
| Socials including nights out in town and other activities (e.g., trampoline) | Injuries, assaults or theft whilst out especially as a result of/worsened by consumption of alcohol. Injury whilst taking part in activities or because of travel. | Members attending each social. | 4 | 3 | 12 | For nights out: Everyone spoken to about staying safe. Make sure no one is drinking excessively (committee members to be responsible). Make sure no one is going off/home alone. For other activities: Make sure everyone is aware of appropriate clothing. Make sure everyone has read and/or attended any safety material/talks before commencing the activity. | 3 | 3 | 9 | Additional risk assessment to be completed for any particularly high-risk activities (those of which would still have a high risk score). |

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| Busking | Theft/damage of instruments. Injury or theft of members, particularly when carrying instruments/equipment, etc. Particularly dangerous in bad weather | Members participating in busking | 4 | 4 | 16 | Make sure all belongings are kept nearby and visible at all times. Equipment/instruments in particular to never be left unattended. Make sure large and/or heavy items are taken by car. Involve everyone able to with carrying items. Make sure members are all comfortable in the position they are playing. Cancel busking if the weather is not deemed appropriate (e.g., rain, severe wind, etc.) | 2 | 2 | 4 | Not required. |

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| Bunfight | Theft/damage of instruments, band related displays and personal items. Injuries from carrying and putting together/taking away equipment during set-up and take-down. | Those attending the bunfight, especially in the vicinity of the society's booth | 3 | 2 | 6 | Ensure that all belongings of those at the bunfight as well as band related items are visible at all times. Make sure those using equipment know the procedure with set-up, packing away and operating with the equipment. | 2 | 1 | 2 | Not required. |

| | | | | | | | | | | |
|---|--|------------------------------------|----------|----------|-----------|---|----------|----------|-----------|--|
| <p>Injury and/or damage incurred during tour. People getting lost</p> | <p>Loss of theft of instruments, or damage in transit. Injury from travel including serious injury from vehicular collisions. Theft whilst staying in accommodation, or whilst out (e.g., busking, sightseeing). Reactions to food/medication resulting in health problems</p> | <p>Members attending the tour</p> | <p>4</p> | <p>4</p> | <p>16</p> | <p>Ensure all drivers are adequately qualified and comfortable driving. Make sure members keep their rooms locked and instruments are kept securely and out of sight.</p> <p>Make sure members don't go off alone and have the contact details of the tour leader and other appropriate personnel (e.g. committee members). Make sure everyone declares any medical issues and/or allergies, and the appropriate medication is available at all times (e.g. epipens). This event will be assessed separately and the likelihood of it happening will be under on-going investigations</p> | <p>3</p> | <p>4</p> | <p>12</p> | <p>Separate risk assessment to be completed.</p> |
| <p>Using laptops/tablets to read sheet music</p> | <p>Injury due to falling laptops/tablets from unsteady platforms (e.g. music stands)</p> | <p>Members attending rehearsal</p> | <p>4</p> | <p>3</p> | <p>12</p> | <p>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-</p> | <p>2</p> | <p>2</p> | <p>4</p> | <p>Not required</p> |

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| | | | | | | stand platforms where deemed appropriate (e.g. a tall chair to support a laptop) | | | | |
| Noise | Damage to ears/hearing due to loud sound from instruments, or monitors not positioned correctly and causing loud sound from feedback in the PA system | Members attending rehearsal, audiences to concert | 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 rehearsals and concerts | 1 | 1 | 1 | Not required |

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| Trip hazard of cables (e.g. extension leads, PA system) | Injury due to tripping of individual unaware of cables lying around during rehearsal. | Members attending rehearsal. | 3 | 3 | 9 | Ensure cables are tucked towards suitable locations (e.g. near sofa, the side, or areas less travelled). Alert members to the presence of cables and to move with caution when near them. | 1 | 1 | 1 | 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 |
|-----------------|---|----------------------------|--------------------|--------------------|-------------------------------|
| 5 | Risk assessments to be made for any individual socials which still have high residual risk. | Social Secretary | TBC | TBC | |
| 7 | Separate risk assessment to be made for tour. | Tour Secretaries/President | TBC | TBC | |

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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| Responsible manager's signature: <i>Kenneth Leung</i> | | | | Responsible manager's signature: <i>MD</i> | |
| Print name: Kenneth Leung | | Date: 09/09/23 | | Print name: Molly Dean | |
| | | | | Date: 12/09/23 | |

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 |

