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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Weekly rehearsals** | | **Date** | **29/08/2018** |
| **Club or Society** | **Southampton University Jazz Orchestra** | **Assessor** | **William Edwards** | |
| **President or Students’ Union staff member** | ***William Edwards*** | **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** |
| Damage to Hearing | Consequences could range from sore ears, headaches to temporary hearing loss or even lifelong issues including potential deafness. | Members of SUJO, both instrumentalists and conductors. | 5- Very likely | 3-4- Moderate to Major  Potential hearing loss | 15 | Provide an appropriate rehearsal space.  Advise all members to purchase sufficient ear protection, e.g. ear plugs. | 4- Likely | 3 Moderate | 12 | Will always be a potential risk, and other than undertaking the control measures stated previously, nothing can be done. |
| Papercuts from music | When sorting through music or turning pages papercuts are possible. | Members of SUJO, both instrumentalists and conductors. | 4- Likely | 1- Trivial  Member could cut themselves and bleed. | 5 | Tell members to be careful when handling music. Ensure that the conductors give sufficient time for players to find the next piece of music.  Ensure the players are prepared for page turns by folding corners. | 4- Likely | 1- Trivial | 5 | N/A |
| Transporting percussion | Bumps, bruises, broken bones, self-injury, injury from instruments, damaged instruments | Members of SUJO, both instrumentalists and conductors. | 5- Very likely | 2/3- Minor/Moderate  Injury or damaged equipment | 10 | Ensure only people who have been shown how to move the percussion in a safe way are doing so and are being supervised by percussionists or committee members. | 4- Likely | 2- Minor | 8 | N/A |
| Instrument trip hazard | During breaks, instruments may be left lying around and could be tripped over. | Members of SUJO, both instrumentalists and conductors. | 4- Likely | 2- Minor  Player could trip over an instrument and cause damage to themselves and the instrument. | 12 | Ensure we are given an appropriate rehearsal space that comfortably accommodates all of the society’s needs.  Ensure there is enough space in the room for instruments to be left out and for people to roam around freely.  Advise members to put their instruments away in the break to avoid damage to both the instrument and other members. | 3- Possible | 1- Trivial, insignificant  Member could trip and cause damage to instrument and themselves/others. | 3 | Continue to remind members in every break that they should put their instrument away if there is not enough space for people to walk around the room without the risk of damaging the instrument or a member of the society. |
| Overheating and overcrowding | Fainting, dehydration, being hit with other musician’s instruments, | Members of SUJO, both instrumentalists and conductors. | 4- Likely | 2- Minor  Members of the society could faint due to overcrowding and they could also be injured by instruments, such as trombones, hitting them from behind. | 8 | Ensure we are given an appropriate rehearsal space that comfortably accommodates all of the society’s needs.  Ensure there is more than enough space in the room for all members of SUJO.  Advise members to leave the rehearsal room in the break to get a drink and some fresh air. | 3-Possible | 2/3 Minor/Moderate  Members of the society may feel unwell and get light-headed due to the combination of overheating and overcrowding and playing their instrument. | 12 | Provide refreshments for the orchestra in breaks. |

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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** | |
| 1 | Buy earplugs for the whole orchestra.  £9.90 for 50 pairs of earplugs.  Rehearse off campus in a more appropriate acoustic venue.  £25 per hour City Life Church = £75 per week  Plus £50 van hire to transport instruments | President-Will Edwards | Dec 18 | |  |  | |
| 2 | Advise people to be more careful. | Will Edwards | Dec 18 | |  |  | |
| 3 | Spend 30 minutes demonstrating how to move percussion safely. | Will Edwards | Dec 18 | |  |  | |
| 4 | Make sure instruments are put in cases. | Will Edwards | Dec 18 | |  |  | |
| 5 | Rehearse off campus in a more appropriate venue for our space.  £25 per hour City Life Church = £75 per week  Plus £50 van hire to transport instruments | Will Edwards | Dec 18 | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: William Edwards | | | | Date: 29/08/18 | Print name: Clare Melson | | Date 29/08/18 |

**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 |