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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUJO Christmas Gig RA**  10th December, 21:00 – 24:00 | | **08/12/22** | **Last review date** |
| **Unit/Faculty/Directorate - SUSU** | **Southampton University Jazz Orchestra** | **Assessor**  **Louis Exall** | **Committee Member completing review – President** | |
| **Line Manager/Supervisor**   * n/a | ***President – Louis Exall*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

| ***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** |
| Slips, trips and falls | Minor physical injury | Members of society who are moving gear etc | **2** | **3** | **6** | * Ensure cables are tied to the floor and not loose * Make sure floor is kept clear * Inform society members when we are moving large instruments and gear | **1** | **3** | **3** | * Contact emergency service if serious * Seek medical attention from susu |
| Moving tables/chairs and setting up the band | Minor physical injury | Members of the society | **3** | **3** | **9** | * Make sure everyone is away of what is being moves * Help each other carry heavy objects * Take time to move gear | **1** | **3** | **3** | * Seek medical attention if serious * Plan who will be moving what before the gig * Work in team to move large items |
| Electrical equipment (amps and PA) | Electric shock, minor injury | Rhythm section and committee setting up gear | **1** | **2** | **2** | * Make sure everything is PAT tested before we use it * Ensure people know how to set up PA correctly * Take time to ensure wires and cables are connected correctly | **1** | **2** | **2** | * Seek medical attention * Train society members in how to set up PA system * PAT devices that have not been |
| Handling money from gig | Theft or money being lost | The society as a whole | **1** | **5** | **5** | * Have 2 people work the ticket booth * County the money continuously * Have multiple people count the money/check money | **1** | **5** | **5** | * Legal action |
| Alcohol consumption | Society members may become irresponsible and cause risks | Society members, attendees, public | **4** | **4** | **16** | * Brief the band on taking It easy throughout the gig * Drink limit throughout the gig * Make sure people know they are responsible for their actions * Alert bar staff in case of emergency | **2** | **4** | **8** | * Medical attention * Consequences to society members who do not follow rules/advice |
| Damage of musical instruments | Expensive damage to instruments | Owner of instruments | **1** | **5** | **5** | * **Make sure instruments are stored in a secure environment** * **Do not leave instruments unsupervised** | **1** | **3** | **3** | * Insure any SUJO owned instruments * Brief the band on where instruments can be kept saftley |
| Playing to loud | Physical injury and hearing damage | Band members and audience | **2** | **3** | **6** | **Band members have ear plugs they can use, audience members should be informed about noise level so can bring ear plugs** | **2** | **1** | **2** | Medical attention |

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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 | Individual risk assessments for any activities such as gigs and tours | President and VP |  | |  |  | |
| 2 | Committee read and approve risk assessments and relevant SUSU documents | Committee members |  | |  |  | |
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| Responsible manager’s signature: Louis Exall | | | | | Responsible manager’s signature: Patrick Smith | | |
| Print name: Louis Exall - President | | | | Date: 08/12/22 | Print name: Patrick Smith – Treasurer | | Date: 08/12/22 |

**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 |