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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Weekly Jazzmanix Rehearsals** | | **Date** | **Academic Year 2018/19** |
| **Club or Society** | **Jazzmanix** | **Assessor** |  | |
| **President or Students’ Union staff member** | ***Grace Lampkin*** | **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** |
| Injury whilst moving keyboard | Back injury from lifting something too heavy.  Injury from dropping keyboard on someone. | Those moving them and nearby people | **3** | **2** | **6** | 2 people to carry keyboard. Only committee members aware of risks to carry keyboard. Don’t allow anyone with existing back injuries to help | **2** | **1** | **2** | Not required. |
| Injury whilst moving stands/instruments into rehearsal space | Back injury from lifting something to heavy. Tripping walking into the building whilst carrying. Crushing fingers. Damaging instruments. | Those moving and nearby people | **4** | **2** | **8** | Using a room with lift access. Band setup before choir arrive. Having people only carry one item at a time/splitting up heavy items amongst people. Only having experienced people move large items (double bass) | **1** | **1** | **1** | 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** | **5** | **20** | 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. | **3** | **4** | **12** | Separate risk assessment to be completed |
| Transporting to and setting up for concerts. | Injury carrying/moving equipment. Accidents whilst making tea/coffee to serve as refreshments to those watching the concerts. | Members and audience 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. Only designated people to be in the kitchen making hot drinks. | **2** | **1** | **2** | Not Required. |
| Activities during concerts such as dehydration, electrical failures, lights and speakers falling over. | Dehydration, electric shocks, injury due to heavy equipment falling on top of someone, injury due to tripping. | Members and audience members | **3** | **4** | **12** | Encourage choir to eat and drink plenty - allow time for eating and water bottles on stage. All wires to be safely protected and taped down. All equipment used to be PAT tested and set up by someone competent e.g. StageSoc. | **2** | **2** | **4** | Not required unless stated by concert venue. |
| 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 | **3-5** | **3-4** | **9-20** | 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. | **2-4** | **1-4** | **2-16** | 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 | **2** | **3** | **6** | 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. | **1** | **2** | **2** | 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** | |
| 4 | Separate risk assessment to be made for tour | Tour secretary | 01/05/18 | | TBC |  | |
| 6 | Risk assessments to be made for any individual socials which still have high residual risk | Social secretary | TBC | | TBC |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**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 |