|  |  |  |  |
| --- | --- | --- | --- |
| Work/Activity: Jazzmanix Winter Concert | | | |
| Activity in question is Jazzmanix Winter Concert.  Take place at Cantell School on the 1st December 2018 at 17:00.  Doors open at 16:30, concert starts at 17:00 and should finish 19.30.  There are around 50 members of choir and band and a potential audience size of 200 people.  It is a concert involving both a Capella groups and a full choir and big band. | | | |
| Group: Jazzmanix | Assessor(s): Naomi Shingler | | Contact: concerts@jazzmanix.ac.uk |
| Guidance/standards/Reference documents | Competence requirements | | |
| [Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.]  [e.g]   * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] | |
| Beth Stevens/Naomi Shingler |  | |
| Risk assessments linked |
| Fire risk assessment |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| Setting up stage | Possibility of strain injuries | Committee, by lifting incorrectly | Everyone should be aware of how to lift properly/heavier objects to be lifted in pairs | 1 | Making sure everyone is shown how to lift at the beginning of the day | VP Annual Events | 1 |  |
| Setting up lighting and sound | Possible electrocution | committee, if loose wiring | All items and wires are PAT tested | 1 |  |  |  |  |
| Concert | Tripping or falling off stage | Choir members, if they are not being aware | The choir are aware of how to behave in a concert and to be careful of wires/wires to be taped onto floor | 1 | Remind choir to look where they are walking and to behave on stage. | VP Annual Events | 1 |  |
| Concert | Fainting | Choir, if they lock their legs or don't drink enough | All choir members have water on stage | 1 | Remind choir to keep fluids up | VP Annual Events | 1 |  |
| **Collection of money** | **Misconduct/**  **theft** | **choir members** | **Those collecting money will be briefed before concerts on their positions, fire hazards, etc.** | **3** | **Money will be safely secured at organiser’s home and will be brought to Student Activities the next morning** | **VP External Engagement** | **1** |  |
| Provision of refreshments | hot water | Committee members burning themselves | Those serving hot beverages should be aware of the temperature of the water and should be careful serving. | 1 | Be informed of where the cold tap is in case of burning | VP External Engagements | 1 |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| Union Southampton H&S manager (where applicable): | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

|  |  |
| --- | --- |
| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |

|  |  |
| --- | --- |
| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |