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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Jazzmanix Acoustic Night** | | **Date** | **25/09/2020** |
| **Unit/Faculty/Directorate** | **Jazzmanix** | **Assessor** | **Fiona Sunderland** | |
| **Line Manager/Supervisor** | ***Cameron Lamming - President*** | **Signed off** | ***A picture containing drawing  Description automatically generated*** | |

| ***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** |
| Setting up stage | Possibility of strain injuries (pulling a muscle) | Committee, by lifting equipment incorrectly | **2** | **3** | **6** | Everyone should be aware of how to lift properly in order to avoid injury/heavier objects to be lifted in pairs | **1** | **3** | **3** | Making sure everyone is shown how to lift heavy items correctly at the beginning of the day/ during set venue set up |
| Setting up sound | Possible electrocution | Committee/ band members from loose wiring/ unsafe handling of electrical equipment | **1** | **5** | **5** | All items and wires are PAT tested | **1** | **5** | **5** | No utilisation of equipment if it has not passed PAT testing |
| Concert | Fainting | Performers, if they lock their legs or don't drink enough water | **2** | **2** | **4** | All performers have their own water on stage | **1** | **2** | **2** | Remind performers to drink a lot of water and to exit the stage if they are feeling dizzy/ unwell |
| COVID 19 | Transmission of the virus to audience members | Audience and other people that come into contact with | **4** | **5** | **20** | There will be no audience present, as the event will be live streamed instead | **1** | **5** | **5** | Not required. |
| COVID 19 | Transmission | Audience, performers and committee and other people that come into contact with | **4** | **5** | **20** | See COVID 19 Risk Assessment | **3** | **5** | **15** | Not required. |
| Loud Music | Damage to Hearing | All present, both performers and audience | **3** | **3** | **9** | Recommend the use of ear protection | **2** | **3** | **6** | Keep volume down  • Provide (disposable) ear protection  • Avoid pointing microphones near or pointing towards monitors to reduce/eliminate feedback |
| Tripping or falling off stage | Physical injury (Bruises, broken bones etc.) | Choir members | **3** | **3** | **9** | The choir are aware of how to behave during a concert and to be careful of wires/wires to be taped onto floor, equipment and instruments | **2** | **3** | **6** | Remind choir to look where they are walking and to behave on stage. |

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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** | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Cameron Lamming | | | | Date:09/2021 | Print name: | | Date: 09/2021 |

**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 |