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| Work/Activity: Jazzmanix Winter Concert | | | |
| Activity in question is Jazzmanix Winter Concert.  Take place at Cantell School on the 27th November 2021 at 17:00.  Doors open at 16:30, concert starts at 17:00 and should finish by 19.30. We would leave venue by 21.00.  There will be approximately 25 members of choir and band and a potential audience size of 150 people.  It is a concert involving both A Capella, the main choir and a full band. | | | |
| Group: Jazzmanix | Assessor(s): Emma Mahon | | Contact: em4g19@soton.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] | |
| Hettie Simpson / Emma Mahon |  | |
| Risk assessments linked |
| Fire risk assessment |

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| 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 (pulling a muscle) | Committee, by lifting equipment incorrectly | Everyone should be aware of how to lift properly in order to avoid injury/heavier objects to be lifted in pairs | 1 | Making sure everyone is shown how to lift heavy items correctly at the beginning of the day/ during set venue set up | VP or President | 1 |  |
| Setting up lighting and sound | Possible electrocution | Committee/ band members from loose wiring/ unsafe handling of electrical equipment | All items and wires are PAT tested | 1 | No utilisation of equipment if it has not passed PAT testing | VP or President | 2 |  |
| Concert | Tripping or falling off stage | Choir members, if they are not careful with wiring/ instruments and equipment | 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 | 1 | Remind choir to look where they are walking and to behave on stage. | VP or President | 1 |  |
| Concert | Fainting | Choir, if they lock their legs or don't drink enough water | All choir members have water on stage and access to water in the venue. As do audience members | 1 | Remind choir to drink a lot of water and to exit the stage if they are feeling dizzy/ unwell | VP or President | 1 |  |
| Collection of money | Misconduct/  theft | The society in general- choir members | Those collecting money will be briefed before concerts on their positions, fire hazards, etc. and how to safely secure, handle and store money | 3 | Money will be safely secured at organiser’s home and will be brought to Student Activities the next morning | VP or President | 1 |  |
| Provision of refreshments | Hot water and other refreshments | Committee members burning themselves. Allergic reactions | Those serving hot beverages should be aware of the temperature of the water and should be careful serving, and to warn those purchasing that the drink is hot. We will have access to all allergen information of refreshments, we will make this clear to those purchasing | 1 | Be informed of where the cold tap is in case of burning and of the location of the nearest first aid kit. Have allergy warnings for particular foods. Brief committee who will be selling of the allergen information | VP or President | 1 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| Union Southampton H&S manager (where applicable): | Date: |  |

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

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| 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. |

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| 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 |