

Risk Assessment			
Risk Assessment for the activity of	Jazzmanix Summer Concert 2024		Date 02/04/2024
Unit/Faculty/Directorate	Jazzmanix	Assessor	Manisha Mahesh Kumar
Line Manager/Supervisor	Mollie Lee	Signed off	Abbie Duncalf

Venue: The Annex Theatre, University of Southampton, SO17 1BJ

Timings: 5 p.m. – 7 p.m.

Date of event: 28/04/2024

Description: The summer concert involves a choir of around 20 people singing and band members playing instruments, such as: Keyboard, Guitar, Bass, Drums, Saxophone, Violin

PART A										
(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Setting up sound	Possible electrocution	Committee members, band members	1	5	5	All electrical equipment is PAT tested	1	5	5	No utilisation of equipment if it has not passed PAT testing. Safe handling of electrical equipment.

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<p>Tripping or falling off stage during concert</p>	<p>Individual may become hurt/injured.</p>	<p>Choir and band members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>The choir and band are aware of how to behave during a concert and to be careful of wires/wires to be taped onto floor, equipment and instruments</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Remind choir to look where they are walking and to behave on stage. Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999 All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>
<p>Fainting during concert</p>	<p>Individual may become hurt or injured.</p>	<p>Choir members, band members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>All choir and band members have water on stage and access to water in the venue. As do audience members</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Remind choir to drink a lot of water and to exit the stage if they are feeling dizzy/ unwell. Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy</p>

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Setting up stage or other equipment.	Strain injuries	committee members, band members	2	3	6	Everyone should be aware of how to lift properly in order to avoid injury/heavier objects to be lifted in pairs. At least one committee member to be trained in manual handling.	1	3	3	Making sure everyone is shown how to lift heavy items correctly at the beginning of/during venue set up. Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
Fire	Burns, injuries	Choir members, band members, audience members	1	5	5	Keep area clear of debris, make sure fire doors and walk ways are not obstructed	1	3	3	Can reduce the risk of a fire harming anyone by informing people of where the fire doors are and that they are clear to walk through in case they are required. Seek Medical attention as needed. E.g. SUSU Reception, Venue,

											111, 999. All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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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.	Member of committee complete manual handling training	Manisha, President			Completed
2.	Committee to read and share SUSU Expect Respect Policy	Relevant Members of the Committee – President to ensure complete			Completed
3.	Members to be covered by H & S policy provided by The Annex Theatre	Members of the choir and the band – President to ensure complete	08/04/2024	10/04/2024	
Responsible Committee Member’s signature: Manisha Mahesh Kumar Print name: Manisha Mahesh Kumar Date:02/04/2024				Responsible manager’s signature: Abbie Duncalf Print name: Abbie Duncalf Date: 02/04/2024	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

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			

- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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

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 selfadministered.
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.

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher

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Risk process

LIKELIHOOD

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

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

to as low as reasonably practicable. cost the control would be necessary.