

Risk Assessment			
Risk Assessment for the activity of	Jazzmanix Open Mic Night – The Bridge		Date 02/04/2024
Unit/Faculty/Directorate	Jazzmanix	Assessor	Mollie Lee
Line Manager/Supervisor	Manisha Mahesh Kumar - President	Signed off	

Venue: The Bridge, University of Southampton, SO17 1BJ

Timings: 7 p.m. – 11 p.m.

Date of event: 07/05/2024

Description: Jazzmanix’s Open Mic Night is an event available to all students of the university but specifically directed at PA societies. The event involves singing original songs, karaoke, and playing music games. The event will take place at The Bridge on campus and is bar inclusive.

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 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	

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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	
Tripping or falling off stage	Physical injury (Bruises, broken bones etc.)	Event Organisers, Event Attendees	3	3	9	Participants will be made aware throughout the event to be careful while on the stage and to be aware of obstructions, if any.	2	3	6	Remind everyone 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>Spiked drinks/ Alcohol poisoning</p>	<p>Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control</p>	<p>Event organisers, event attendees</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event • Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. • Participants encouraged to stay with a nominated 'buddy' where possible. • The organizers have confirmed the premise is licensed. Action organizers (b). • The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee. • <u>Games involving binge drinking or the consumption of excessive amounts of alcohol are</u> 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options) • If they need to go to the hospital they will also be accompanied there. • Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. • All incidents are to be reported on the as soon as possible ensuring the duty manager/health and
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						<u>not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u>				safety officer have been informed. <ul style="list-style-type: none"> Follow SUSU incident report policy
Fire	Burns, injuries	Event Organisers, Event Attendees	1	5	5	<ul style="list-style-type: none"> 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

Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees	2	5	10	<ul style="list-style-type: none"> • Bouncers will be present at most venues. • Bar Security staff will need to be alerted and emergency services called as required. • The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess • Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	1	3	5	<ul style="list-style-type: none"> • If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station. • Follow SUSU incident report policy <p>Call emergency services as required</p>
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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
Responsible Committee Member's signature: Manisha Mahesh Kumar				Responsible Committee Member's signature: Abbie Duncalf	
Print name: Manisha Mahesh Kumar			Date: 02/04/2024	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	

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				

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.

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.

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