|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Live Music Society Weekly Jams** | | **Date** | **24/07/2023** |
| **Unit/Faculty/Directorate** | **University of Southampton Live Music Society** | **Assessor** |  | |
| **Line Manager/Supervisor** | ***Gustavo Simas de Oliveira*** | **Signed off** |  | |

| **(2) Risk assessment** | | **(3) Risk management** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |
| Risk of back injury and injury caused by dropping equipment | Person moving equipment – back strain (i.e. bending legs) | | **2** | **4** | **8** | Manual handling course  Use the available trolley to transport to and from the lift | | **1** | **4** | **4** | • General awareness on how to lift equipment properly  • Use the elevator in the SUSU building to transport equipment to the Plant Pot  • Designate the storage of heavy equipment to the qualified Equipment Manager |
| Risk of electrocution & tripping on wires | People working on electronics, or those in close proximity | | **2** | **3** | **6** | • Ensuring cables are not trailing  • Switches  • Using certified electrically safe products | | **1** | **3** | **3** | • Bunch cables together to reduce further  Standard position for amps and equipment to reduce risk of trailing cables  • Designate setting up equipment to committee members – particularly the Equipment Manager |
| Hearing damage | All who are present | | **5** | **3** | **15** | • Recommending ear protection on a frequent basis  • Provide (disposable) ear protection | | **2** | **2** | **4** | • Keep volume down  • Avoid pointing microphones near or pointing towards monitors to reduce/eliminate feedback |
| Risk of erratic movement causing injury to surrounding audience | Oneself and nearby people | | **2** | **1** | **2** | • Ask people to be mindful of their surroundings  • Request that attendees stay seated during the activity, unless they are performing | | **1** | **1** | **1** | Ask people to leave if they are being continuously disruptive or refusing to stay seated |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 | Purchase sufficient quantities of ear protection if necessary | Treasurer – CL | Sept. 20 | Oct. 11 |  | |
| 2 | Ensure committee members undertake relevant training | Committee | Sept. 20 | Oct. 11 |  | |
| 3 | Measure volume levels at jams to ensure there is a reasonable level of noise | Committee (particularly equip. manager – JB) | - | Nov. 1 |  | |
| 4 | Purchase *sufficient supplies* of anti-bacterial wipes for use at jams, for personal and general use | Committee (particularly Treasurer – CL) | Oct. 11 | Nov. 1 |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Text  Description automatically generated with medium confidence  Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Gustavo Simas de Oliveira | | | Date: 24/07/2023 | Print name: Theo Turan | | Date: 03/08/2023 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |