

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Name of Club/Society</b> Live Music Society <b>Date and Time of Event</b> 06/12/24 <b>Event Location</b> The Bridge <b>Details of catering arrangements</b> None	<b>Date</b>	21/11/24
<b>Group name</b>	Live Music Society	<b>Assessor</b>	
<b>2<sup>nd</sup> Committee Member</b>	Anna Muir	<b>Signed off</b>	SUSU Activities Team
<b>Event Information</b>	We are putting on a low-volume live music event in the Bridge featuring some of the bands from our society to raise funds for the Marrow Society		

### *PART A*

(1) Risk identification		(2) Risk assessment		(3) Risk management	
Hazard	Who might	Inherent		Residual	Further controls (use the risk hierarchy)

	Potential Consequences	be harmed  (user; those nearby; those in the vicinity; members of the public)	L i k e l i h o o d	I m p a c t	S c o r e	Control measures (use the risk hierarchy)	L i k e l i h o o d	I m p a c t	S c o r e	
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area</li> <li>• Any cables to be organised as best as possible</li> <li>• Cable ties/to be used if necessary</li> <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Setting up of Equipment.	Bruising or broken bones from poor handling of heavy objects	Committee	2	3	6	<ul style="list-style-type: none"> <li>Follow manual handling guidelines</li> <li>Ensure that at least 2 people carry tables.</li> <li>Setting up tables will be done by organisers.</li> <li>Work in teams when handling other large and bulky items.</li> <li>Request tools to support with move of heavy objects- SUSU Facilities/venue.</li> <li>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>Seek medical attention from SUSU Reception if in need</li> <li>Contact emergency services if needed</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
Inadequate event space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Committee to check on venue pre-booking, checks on space, lighting, access, tech available</li> <li>Ensure space meets needs of members e.g. considering location &amp; accessibility of space</li> <li>Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>Postpone meetings where space cannot be found</li> <li>Look at remote meeting options for members</li> <li>Committee WIDE training</li> <li>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>

Alcohol consumption	Antisocial / aggressive behaviour, illness from overconsumption, alcohol poisoning	Event organisers, event attendees,	3	4	1 2	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly</li> <li>Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>Bar Security staff need to be alerted and emergency services called as required.</li> <li>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</li> <li>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Follow <a href="#">SUSU incident report policy</a></li> <li>Call emergency services as required 111/999</li> <li>Committee WIDE training</li> </ul>
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Medical emergency	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Members	2	5	10	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes.	Members	2	5	10	<ul style="list-style-type: none"> <li>□ ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>• Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Call emergency services and University Security (on campus) or venue staff (external venue)</li> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311</li> <li>• (Ext:3311)</li> <li>• Follow <a href="#">SUSU incident report policy</a></li> </ul>
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<p>Handling &amp; Storing Money-Charity fundraiser</p>	<ul style="list-style-type: none"> <li>• Theft</li> <li>• Individuals being mugged/robbed</li> <li>• Loss/misplacement leading to financial loss</li> </ul>	<p>Members, Participants, Charity</p>	<p>3</p>	<p>4</p>	<p>1 2</p>	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> <li>• Charity Event form completed, and RAG approval will be given</li> <li>• All food hygiene certificates and event risk assessment to be approved by activities team</li> <li>• Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5)</li> <li>• Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.</li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> <li>• Highlight the incident to any community police officers in the area/report to 111</li> <li>• Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> </ul>
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						<ul style="list-style-type: none"><li>• Collection buckets to remain sealed and to not be left unattended</li><li>• Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.</li><li>• Nominated person will be tasked with storing cash in nominated location when SUSU office not open.</li><li>• Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public)</li></ul>				
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Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not exceed venue capacity.	1	3	3	Seek medical attention if problem arises Report incidents via SUSU incident report procedure
Disturbance to public	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	Everybody will be encouraged to stay together as a group  Shouting, chants, whistles etc. to be kept to a minimum around busy university buildings and residential areas	1	2	2	
Loud noises	Hearing damage	All present	5	3	1 5	Drum kit volume reduced with low-volume sticks, hearing protection offered to all present				

***PART B - Action Plan***

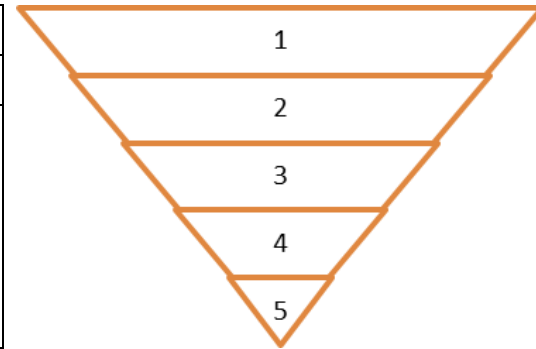
**Risk Assessment Action Plan**

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	<ul style="list-style-type: none"> <li>Risk assessment shared with all organisers and checked through before the event</li> <li>Follow <a href="#">SUSU Food Provision Guidance</a> for events involving home-cooked/prepared food or external catering.</li> </ul>	Raffi Harley	21/11/24		
2	Committee to read and share SUSU Expect Respect Policy	Raffi Harley	25-11/24		
Responsible committee member signature: Raffi Harley				Responsible committee member signature: Anna Muir	
Print name: Raffi Harley			Date: 21/11/24	Print name: Anna Muir	
				Date: 21/11/24	

### Assessment Guidance

<ul style="list-style-type: none"> <li>Eliminate</li> </ul>	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
<ul style="list-style-type: none"> <li>Substitute</li> </ul>	Replace the hazard with one less hazardous	If not possible then explain why	

• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual



<b>LIKELIHOOD</b>	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
		<b>IMPACT</b>				

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