

Risk Assessment			
Primary purpose of working on-site	Full Risk Assessment for safety during SEMSU Sessions	Date	02/11/2024
School/Faculty/Directorate	Music	Assessor	
Line Manager/Supervisor		Primary site/location	The Cube; Below Deck
Task/activity/travel frequency	SEMSU Sessions	Task/activity/travel duration	22:00 – 02:00

SEMSU Sessions:

To begin a trial period of weekly club nights to rival Southampton night life. The event will take place from 22:30 in below deck with cube opening from 23:00. The event will be staffed by SEMSU committee and volunteers, alongside SUSU bar staff and external booked security. SEMSU will be responsible for the organisation, planning & delivery of the event, as well as DJing in sets throughout the night. SUSU are responsible for providing a bar, tech crew and bookings security.

The following assessment should be carried out. The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. You should therefore only consider Isolation, personal protection and admin processes.

Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.

This risk assessment is to be used in conjunction with the Licenced Trade Risk Assessment for Food and Beverage at SUSU, dated 22/09/2021.

As of 24/02/2022, there are no governmental restrictions surrounding the COVID-19 pandemic, so the risk of transmission control measures surrounding this have been removed.

(1) Risk identification		(2) Risk assessment			(3) Risk management					
Hazard	Potential Consequences	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)	
		Likelihood	Impact	Score		Likelihood	Impact	Score		
GENERAL										
Overcrowding	In extreme circumstances, crushing, bruising, cuts, and bruises.	2	3	6	<ul style="list-style-type: none"> Queues to be controlled in designated area. Ensure Fencing is available to create any barriers or to control crowds SEMSU safety officers to regularly check escape routes and that they are kept clear Observe maximum venue capacities (500 for The Cube; 250 for Below Deck) Areas to be cleared of redundant/excess furniture/clutter before events SEMSU safety officers to keep a close eye out for welfare issues and members who may look distressed Any tables and seating will be safely situated and clear of obstruction of fire exits Ensure fire exits are clearly visible and there are defined routes to ensure safety in the case of fire 	2	2	4		

Risk of Fire	Potential for burns, shock and smoke inhalation affecting SEMSU committer/members at the event, or members of the public in the vicinity of the event site	2	5	10	<ul style="list-style-type: none"> • Ensure that the SEMSU safety officers working are aware of fire safety regulations and exits • Ensure exits are kept clear • Ensure that fire safety equipment is on standby where it is required by regulations. • Keep flammable objects away from any equipment. • No matches or open flames. • Fire alarm drill is not planned during this event • Muster point is grass area between Building 42 and 44 • Ensure everyone is safely evacuated to the muster point if there is a fire. 	1	4	4
Customers becoming unwell or injuring themselves	Injury to customer, liability and Personal injury claims	2	5	10	<ul style="list-style-type: none"> • Alistair Shokat to be in attendance, he is a SEMSU committee member that has first aid training with the relevant certificate, if he is unavailable we have multiple non-committee members who are also first aid trained. • Notify nominated first-aider and call emergency services if required • All SEMSU committee and safety officers to be informed of who the first aider is on duty during the events • Meeting Room 4 to be used as a Wellbeing and First Aid point 	2	5	10
Customers becoming unwell linked to drugs and spiking	Customers being spiked or customers becoming unwell at the event due to use of drugs	2	5	10	<ul style="list-style-type: none"> • Security bag checks to be put in place on all students entering the event to reduce the chance of getting drugs into the event • Security pocket searches to be put in place on all students entering the event • SEMSU safety officers to be extra vigilant of any unusual behaviour or any students looking unwell • Notify a nominated first aider and call emergency services if required • All SEMSU safety officers to be informed of who the first aider is on duty during the events • Any unaccompanied drinks to be disposed of when noted by a SEMSU safety officer • Free Stop Topps and spiking test kits are available behind the bar in Below Deck for students to use if they suspect they have been spiked. 	2	5	10
Slips, trips and falls	People falling and injuring themselves resulting in back injuries, sprains or fractures	3	3	9	<ul style="list-style-type: none"> • All potential slips, trips and hazards to be identified and rectified by SEMSU event lead during pre-event walk around • Security, SEMSU committee and safety officers to be briefed and ensure the stairs being used safely. • Keeping main walkways, exits and entrances clear of obstacles • Keep any cables tidy and out of the way and/or tape them to the floor and ensure external providers are responsible for their own cables. 	1	3	3

Manual handling injury to SEMSU committee/DJs/safety officers	Risk of musculoskeletal injuries, cuts, bruises and crushing from lifting heavy boxes/tables, or moving trolleys during transporting equipment to/from event area	2	3	6	<ul style="list-style-type: none"> When carrying loads, assess the load before attempting to handle anything. If the load cannot safely be handled by one person, then ask for help and reassess Use trolleys and trucks to assist if necessary Always check the route is clear before starting to move items. If necessary, shut off areas so items can be moved without obstruction. Ensure SEMSU committee and safety officers have completed the Manual Handling section of the Health and Safety at SUSU course on elevate. Rotate manual handling tasks between people to reduce the strain on any one individual. 	1	3	3	N.B - No event participants to undertake any manual handling. If committee, security or SEMSU safety officers see any event participants attempted to undertake manual handling, control measures for adverse customer behaviour should be adhered to.
LICENCED TRADE – FOOD AND BEVERAGE (This section is taken from Licenced Trade Risk Assessment for Food and Beverage at SUSU, dated 22/09/2021.)									
Drink service and dispense	Slips, trips, falls, scalds, burns or other injury occurring from spillages, breakages and manual handling	4	3	12	<ul style="list-style-type: none"> SUSU bar staff trained to never touch rim of the glasses during pouring, serving or restocking All spillages and breakages reported to SUSU bar staff or SEMSU safety officer and dealt with immediately. do not leave a spillage or breakage unattended until a suitable warning is in place, for example, a wet floor sign Ensure wet floor and trailing cable warning signs are available, appropriately located and with spillage kits where applicable SEMSU members/DJs and safety officers trained to only carry what is comfortable to lift and trained in manual handling Non-slip trays provided and kept clean and sanitised Drip trays emptied regularly to avoid overflow and resulting spillages Floor is kept clean, tidy and free of obstacles Beer fonts, shelving and glass racks regularly sanitised 	3	3	9	
Members/DJs/Safety officers on stages and raised areas	Slips, trips and falls occurring from wires, steps or stage	2	4	8	<ul style="list-style-type: none"> All equipment to be placed a sensible distance from the edge of the stage to reduce likelihood of risk of falling SUSU Core Staff to monitor supplier behaviour Event Manager to confirm and approve level of student stage involvement prior to event Security to monitor stage for inadvisable behaviour and enforce restrictions to keep performers safe Ensure wires are taped to the floor to avoid trips 	1	4	4	
Exposure to loud noise	Hearing damage, either permanent or temporary, and complications to service caused by loud noise	3	3	9	<ul style="list-style-type: none"> SEMSU members/DJs and safety officers to take regular breaks away from loud noise if possible All PA systems to be setup with adequate noise limiting in the first instance Provide ear plugs for SEMSU safety officers who are working on shifts with extended loud noise, and have them available for members on request Noise to be monitored and recorded using a suitable machine at sound check and once more throughout the night 	2	3	6	

Bright/flashing lights; dark environment	Photosensitive epilepsy; slips, trips and falls	3	3	9	<ul style="list-style-type: none"> • Ensure lights do not shine directly at eye level • Warnings about strobe lighting in use at to event to warn people entering the venue • Sign to be displayed back of house about how to deal with seizures • Floors to be cleared throughout event • Areas to be cleared of redundant/excess furniture/clutter before events • Cables tidy and out of the walkways • Emergency lighting to be checked regularly by the University • Due to low light, spillages should be dried where possible and wet floor sign removed when cleared 	2	3	6
Adverse customer behaviour	Physical harm to themselves, SEMSU members, or other customers; reputational damage; potential legal action	4	4	16	<ul style="list-style-type: none"> • SUSU bar staff trained to comply with licencing policies and not serve alcohol to those who are visibly intoxicated • There will be security onsite to ensure safety of members. • SEMSU committee to keep open lines of communication with security personnel • Ensure members know not to put themselves at risk when dealing with adverse behaviours • SEMSU Safety Officers on hand to resolve disputes 	3	4	12
DJs								
Working at height – slips, trips and falls from raised area	Supplier falling from height and injuring themselves	2	4	8	<ul style="list-style-type: none"> • Performers/DJs used to working onstage and aware of how to conduct themselves. • DJ Deck to be set a sensible distance from the edge of the stage to reduce risk • Keep the stage clear and tidy • Brief performers of any potential trip hazards • Tidy cables • Tape cables to floor • Put cables away • Member of security/SEMSU safety officer located near stage to spot and prevent any trips 	1	4	4
Electrocution	People electrocuting themselves due to faulty equipment, due to spillage on equipment; or other actions that could make equipment not operate as intended	3	4	12	<ul style="list-style-type: none"> • All equipment to show a valid, in-date PAT test. • Plug sockets that are in use to be kept away from participants where possible • Make sure all plug sockets not in use are turned off • Keep all liquids away from electrical equipment where possible • Where liquids are needed by the electrical equipment, liquids must be kept in a closed bottle container to stop spillage 	1	4	4
Injury and exhaustion risk minimisation	Risk to health from extensive periods of time DJing, such as exhaustion dehydration and deafening	2	3	6	<ul style="list-style-type: none"> • Ensure that anyone who DJs takes a minimum of a 15 minute break every hour. • Ensure that DJs are switched regularly, firstly so that everyone is included, and secondly to ensure no risk to health from extended periods of time DJing. • 	1	2	2

ADDITIONAL RISKS									
Reputation damage	Damaged reputation – people don't want to come back to our events.	2	4	8	<ul style="list-style-type: none"> Ensure all DJs are comfortable and producing a good sound. Ensure smooth entry. Keep environment enjoyable – no overcrowding etc – covered in previous risks. 	1	4	4	
Violent or Offensive language	Also damaged reputation – risk to safety of attendees, whether through in sighting violence, or through psychological trauma. Could also result in property damage if escalated.	3	4	12	<ul style="list-style-type: none"> Ensure SEMSU safety officers are available to attendees and ensure that they are clearly distinguishable from attendees. SEMSU Safety officers are to be in attendance as further security Only allow DJs to be behind the decks to ensure minimal opportunity for property damage. 	2	2	4	
Fire safety	Risk of health and life with poor fire safety	2	5	10	<ul style="list-style-type: none"> Ensure fire exits are clearly defined and visible and there are no blockages to access the exit/entrance Have clearly defined isles to ensure safety in the case of fire. 	1	3	3	
Accessibility	Non-accessible events discourage inclusion	1	3	3	<ul style="list-style-type: none"> Considering this event will take place in a university building it is safe to assume that it is accessible to everyone SUSU buildings are all accessible. 	1	2	2	
Financial risk	Financial risk to SUSU and SEMSU due to damage cause by members, or lack of ticket sales.	2	3	6	<ul style="list-style-type: none"> SEMSU Safety officers and security in attendance to ensure nothing gets out of hand. Promote the event widely, with social media and physical posters to drive ticket sales. 				
Stage usage	Risk to Dj's and attendees	3	3	9	<ul style="list-style-type: none"> Only scheduled DJ's & SEMSU committee allowed on the stage. Barriers to be placed at bottom of the staircases. Ensure space between DJ decks & edge of stage 	3	2	6	

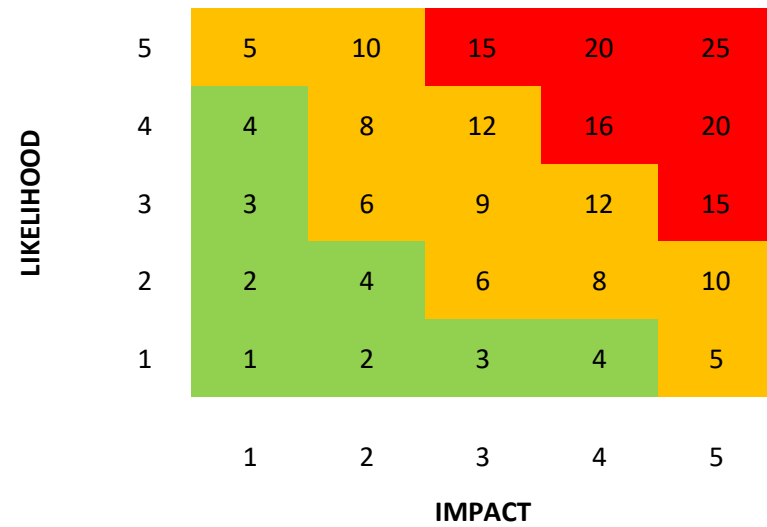
PART B

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Ensure all committee members have read the RA and are aware of all risks.	Charlie Cassidy	1/11/24	2/11/24	All committee members have read RA and are aware of all risks.
2	Bring health and safety equipment such as drinks covers and earplugs for members	Alistair Shokat	1/11/24	2/11/24	Health and safety equipment will be brought to the event.

3	Take due care when setting up equipment to ensure maximum safety	Charlie Cassidy	1/11/24	2/11/24	Committee members will take due care when setting up equipment
4	Ensure we don't exceed capacity and overcrowd the venue.	Charlie Cassidy	1/11/24	2/11/24	Set up ticket limit on SUSU box office.
Responsible manager's signature: CC Print name: CHARLIE CASSIDY				Date:2/11/24	Responsible manager's signature: LE Print name: LLEWI EVANS Date:2/11/24

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	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Very Likely

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.