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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Philharmonic Choir Rehearsal** | | **Date** | **08/10/2024** |
| **Group Name** | **Southampton University Philharmonic Choir** | **Assessor** |  | |
| **Supervisor** | **Harsh Hingorani** | **Signed off** | **SUSU Activities Team** | |

| ***PART A*** | | | | | | | | | | |
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| **(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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Regular rehearsals** | | | | | | | | | | |
| Falling on Stairs | Broken/twisted ankle/wrist, head injury, grazes on limbs | Choir Members | **3** | **3** | **9** | Ensure stairs are well lit, ensure no running/pushing when busy, no bags/items stored on stairs, encourage not being distracted on stairs | **2** | **2** | **4** |  |
| Dehydration | Fainting, dizziness | Choir Members | **3** | **2** | **6** | Encourage water consumption, let people sit down if unwell, let people get fresh air if unwell | **1** | **2** | **2** | Put out notices on hot days to keep hydrated and have water at hand |
| Fire | Burns, coughing, smoke inhalation, suffocation, death | Choir Members | **1** | **6** | **6** | Ensure fire exits are present and clearly marked, and not blocked, ensure a fire exit briefing is done for all members, arrange a meeting point | **1** | **4** | **4** | Use a register and ensure anyone leaving makes registrar aware |
| Exhaustion | Fainting, falling, sickness, sore throat, dizziness | Choir Members | **3** | **2** | **6** | Encourage sitting down if tired, ensure regular breaks with fresh air, tell members to miss a rehearsal if unwell | **1** | **2** | **2** |  |
| Ventilation | Fainting, dizziness | Choir Members | **2** | **1** | **2** | Encourage outdoor breaks, encourage pocket fans, open windows if any | **1** | **1** | **1** | Use external fans |
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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** | |
|  | **No risks requiring action** |  |  | |  |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: HARSH HINGORANI | | | | Date: 08/10/2024 | Print name: HOPE PATTENDEN | | Date:  08/10/2024 |

**Assessment Guidance**

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| 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 |

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| **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** | | | | |

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| 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.

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| 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 |