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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Society Activity: Membership Auditions, Weekly Rehearsals, Concert Events, and Local Outreach Activity** | **Date 16/09** | **Academic Year 2024/2025** |
| **Unit/Faculty/Directorate** | **SUSinfonietta** | **Assessor** | **Thomas Johnson** |
| **Line Manager/Supervisor** | ***Thomas Johnson (President of Sinfonietta, and H&R Representative)*** | **Signed off** |  |

| ***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** |
| Injury whilst moving the tables, chairs, and stands. | Back strain from moving large numbers of chairs.Crushing fingers.Minor injuries from bumping into chair legs. | Those moving stuff around, and anyone nearby. | **2** | **3** | **6** | **Provide guidance and proper methods to move, pick up and lift chairs, tables and stands.****Large/heavy things to be moved by more than 1 person – seek support from SUSU facilities/venue staff as needed.Request tools to support with move of heavy objects – SUSU Facilities/venue****Making sure people are not too close before moving****Making sure anyone with any pre-existing conditions is not doing any unnecessary lifting and they are comfortable** | **1** | **3** | **3** | Seek Medical attention as needed. E.g., SUSU Reception, Venue, 111, 999All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Injury whilst moving heavy equipment and musical instruments. | Back strains.Danger to feet when carrying heavy timpani drums.Crushing fingers.Damaging expensive equipment. | Those involved in moving the equipment and anyone nearby. | **3** | **4** | **12** | **Timpani are to be moved using the wheels as mush as possible. Have everyone organised into teams by the orchestra manager. Expensive instruments should be looked after by those that play them to ensure they are not mistreated in any way.** | **1** | **4** | **4** | Seek Medical attention as needed. E.g., SUSU Reception, Venue, 111, 999. |
| Transporting equipment to concerts. | Transporting instruments a long way can lead to neglect of risks due to fatigue.The potential impacts are the same as those in the above section. | Those involved in moving equipment, anyone nearby including members of the public. | **4** | **5** | **20** | **Hire a van. Our preferred van driver is also trained and experienced in storing equipment safely in the van. This eliminates the risk to the public as well as reduces risk to those helping. Timpani, and if necessary the harp, should only be lifted in teams under guidance from the van driver.** | **1** | **2** | **2** | Any equipment being transported by vehicle being appropriately strapped down. Any equipment to not obscure any view that is legally required and driver to be comfortable. If using van/minibus, the driver to be appropriately trained and insured. |
| Bumps and collisions whilst playing.Dropping instruments | Damage to instruments and potential for small injuries.Injury surrounding people.Damage to space being used. | Anyone playing in the rehearsal. | **1** | **2** | **2** | **Everyone is experienced with their instruments so the chances someone drops something are very low. The risk can be reduced further still by ensuring that everyone has plenty of space. Make sure everyone is spaced out as much as possible so people can move around as much as possible. Larger instruments or instruments that move a lot (trombones) are given extra space.Instruments to be put in case or safely out of the way when not in use.Nothing to be kept on the floor unless essential.** | **1** | **2** | **2** | Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed. |
| Using the lift in buildings. | Potential to catch fingers or cloths in moving parts. | Anyone using the lift to get to the rehearsal space or helping move equipment to and from rehearsal. | **3** | **5** | **15** | **Complying by the building’s safety instructions should ensure no one is in any danger. (These include not riding in the lift when it is moving which eliminates the danger to fingers and to being crushed underneath it, continuously locking doors, etc.) The lift also has safety fail-safes to ensure no one is harmed.** | **1** | **2** | **2** | Contacting security with the call button if issues occur.Ensure at least one member of the committee is not in the lift. |
| Rehearsing off campus (i.e., St. Alban’s Church, Burgess Road) | Logistics made more difficult by different environment, different amount of space available, transportation risks as identified above. | Orchestra members especially committee in setting up. | **1** | **1** | **1** | **Using a known rehearsal space for any rehearsals off campus; committee will be doing all set up/pack down.** | **1** | **1** | **1** | Seek Medical attention as needed. E.g., SUSU Reception, Venue, 111, 999.Ensure all committee members have a contact number for the venue.Follow the venue’s health and safety protocols to avoid risks. |
| Noise exposure  | Hearing damage or loss from excessive repetitive noise levels. | All members, especially those in close proximity to loud instruments such as Brass and Percussion. | **4** | **4** | **16** | **Sinfonietta is a smaller ensemble, that play smaller repertoire. Hence, do not have many brass or percussion players, or play prolonged periods of loud music. We will recommend our members to buy protective ear plugs.** | **2** | **2** | **4** | Seek Medical attention as needed. E.g., SUSU Reception, Venue, 111, 999. |
| Over-playing and rehearsing too long without a break. | This can cause repetitive strain disorder. | All members playing in the orchestra. | **3** | **3** | **9** | **Orchestra should not rehearse longer than 2 hours without a break.** | **2** | **2** | **4** | Not required. |
| COVID-19 | Illness and symptoms as a result of Coronavirus infection rated mild, moderate, sever and fatal. Loss of society activity as well as larger impact on surrounding environment (people in close contact to all members and additional personnel) | Orchestra members, vulnerable groups – elderly, pregnant members, those with existing underlying health conditions.Anyone else who physically comes in contact with you in relation to your activity: hired conductors and extra musicians where required. | **3** | **5** | **15** | **Follow the university, government and venue guidance concerning COVID-19** | **1** | **5** | **5** | Where possible increase ventilation by opening windows or doors and turning on air conditioning in a venue.If a member has symptoms of COVID-19 they cannot attend a rehearsal until they have a negative test result.Additional cleaning will be done where possible. |
| Games/activities | Muscle strains, sprains, trips, falls, concussions | Those participating | **4** | **3** | **12** | **Warm-ups to be given before strenuous activity.Space to be cleared of obstacles and hazards.Space to be large enough for members to be spread out.Space to be made out of the way for a rest/not participating area so that people can safely disengage from the activity.** | **2** | **2** | **4** | Seek Medical attention as needed. E.g., SUSU Reception, venue, 111, 999. |
| 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 and attendees | **2** | **10** | **5** | * Ensure that members and attendees know where the nearest fire exist are and the meeting place is outside, should it be needed

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. | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security (on campus) or venue staff (external venue)
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311)

Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Slips, trips and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables
* Any cables to be organised as best as possible
* Cable ties/to be used if necessary
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.
* Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.

Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs  | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed

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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Crowd management/ room capacity issues | Physical injury  | Event organisers and attendees | 1 | 3 | 3 | * Committee to check on venue pre-booking, checks on space, lighting, access, tech available
* Do not exceed venue capacity.
 | 1 | 3 | 3 | Seek medical attention if problem arisesReport incidents via SUSU incident report procedure |

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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 | Care to be taken, ensuring notice board is stable when setting up | Committee members present at the stall, and the president | N/A | N/A | N/A |
| 2 | Care to be taken | Committee members present at the stall, and the president | N/A | N/A | N/A |
| 3 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:* Tour
* High risk socials (e.g., trampolining)
* Tech heavy events
 | Relevant committee members |  |  |  |
| 4 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members |  |  |  |
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| Responsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: Thomas Johnson (President) | Date:11/11/2024 | Print name: Catherine Yi (VP) | Date: 11/11/2024 |

**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 |