|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUSO Pre-Term 2024 (Plant Pot, Turner Sims) Week-long orchestral course, with a concert at the end** | | **Date** | **16-20 September 2024** |
| **Club or Society** | **SUSO** | **Assessor** |  | |
| **President or Students’ Union staff member** | ***Rhianna D’souza*** | **Signed off** | ***R. D’souza*** | |

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(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 chairs and stands in the rehearsal venue. | 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** | Ensure chairs are only stacked a maximum of 8 high. Always use the trolley to move stacks of chairs. | **1** | **3** | **3** | Seek Medical Attention as needed. E.g. SUSU Reception, Venue, 111, 999    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) |
| 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 much 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** | Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed.  In the occasion of injury, seek medical attention as is necessary. |
| 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 section above. | 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** | Committee to oversee all movement of equipment to ensure risks are limited. |
| Bumps and collisions whilst playing. Dropping instruments. | Damage to instruments and potential for small injuries. | 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 everyone has plenty of space. | **1** | **2** | **2** | Committee oversee all movement of equipment to ensure risks are limited. |
| Using the lift in Turner Sims. | Potential to catch fingers or clothes in moving parts. Potential to be crushed under the lift if it moves down whilst people are standing underneath it. | Anyone helping move equipment. | **3** | **5** | **15** | Complying by Turner Sims’ 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** | Not required |
| Rehearsing off campus (ie. 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 and tested rehearsal space for any rehearsals off campus; committee will be doing all set up/ pack down. | **1** | **1** | **1** | We have planned to have concert and rehearsals in spaces that are used consistently so all members know the space as well as possible. |
| Potential for strain from playing for long periods of time. | Physical injury (such as repetitive strain injury), eye strain and fatigue from over playing. | Orchestra members. | **3** | **3** | **9** | Ensure we don’t rehearse for longer than 2 hours without a break. | **2** | **2** | **4** | Not required |
| Noise exposure | Hearing damage or loss from excessive noise levels. | All orchestra members, especially those near louder instruments such as brass and percussion. | **4** | **4** | **16** | Provide foam earplugs for all orchestra members and use appropriate purpose designed sound shields in the worst affected areas. Advise all members to purchase professional musical earplugs.  Earplugs kept in possession of committee members – made known to orchestra members so they can collect as needed. | **2** | **2** | **4** | We have sound shields that can be provided where necessary. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:  -Tours  -High risk socials (eg trampolining)  -Tech heavy events | Relevant committee members – president to ensure complete. |  | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. |  | |  |  | |
| 3 | Purchase foam earplugs | President | 01/09/2024 | | 16/09/2024 |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Rhianna D’souza Date: 08/07/2024 | | | |  | Print name: Thomas Hill | | Date: 09/07/2024 |

**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  2  3  4  5 |
| 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

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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 |