

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Southampton University Chamber Choir</b> <i>For the activity of rehearsals, concerts and ordinary socials</i> Weekly rehearsals on Tuesdays at 6:30pm-8pm		<b>Date</b>	<b>7/11/2024</b>
<b>Group Name</b>	<b>SUSU Chamber Choir</b>	<b>Assessor</b>	<b>Cordelia Knight-Webb</b>	
<b>Supervisor</b>	<b>Grace Gilbey &amp; Cordelia Knight-Webb</b>	<b>Signed off</b>	<b>SUSU Activities Team</b>	

**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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Regular rehearsals										

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	10	5	<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: <ul style="list-style-type: none"> <li>Tel: +44 (0)23 8059 3311</li> <li>(Ext:3311)</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul> </li> </ul>
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, e.g. stored under tables</li> <li>Any cables to be organised as best as possible</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</li> </ul>

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						<ul style="list-style-type: none"> <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>				<p>reception/venue staff</p> <ul style="list-style-type: none"> <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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Moving tables/chairs	<ul style="list-style-type: none"> <li>- Muscle strains and sprain, bruises etc</li> <li>- Dropping on/hitting others nearby</li> </ul>	Those moving and those in the vicinity	3	3	9	<ul style="list-style-type: none"> <li>- Large/heavy things to be moved by more than 1 person- seek support from SUSU facilities/venue staff as needed</li> <li>- Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>- Making sure people aren't too close before moving</li> <li>- Making sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	1	3	3	<p>Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow <a href="#"><u>SUSU incident report policy</u></a></p>

Dropping or hitting instruments	<ul style="list-style-type: none"> <li>• Damage to instruments</li> <li>• Injury to surrounding people</li> <li>• Damage to space being used</li> </ul>	Those in the vicinity	2	3	6	<ul style="list-style-type: none"> <li>• Make sure everyone is spaced out as much as possible so people can move around as much as possible</li> <li>• Larger instruments/instruments that move a lot (trombones) are given extra space</li> <li>• Instruments to be put in case or safely out of the way when not in use</li> <li>• Nothing to be kept on the floor unless essential</li> </ul>	1	3	3	<p>Committee to ensure room booking is adequate with enough space to accommodate larger instruments. Request room changes as needed</p> <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> </ul> <p>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></p>
Moving/setting up instruments and stands	<ul style="list-style-type: none"> <li>• Back/muscle strain from lifting items that are too heavy</li> <li>• Trapping fingers in stands or other items</li> </ul>	Those setting up and members nearby or assisting.	2	3	6	<ul style="list-style-type: none"> <li>• Any heavy items lifted by multiple people</li> <li>• Use lifts where possible for heavy items, where not possible extreme caution to be used and</li> </ul>	1	3	3	Committee to ensure tech team recruited/trained to move and set instruments

	<ul style="list-style-type: none"> <li>• Damaging equipment</li> <li>• Dropping equipment on feet/another person</li> <li>• Falling moving equipment on stairs</li> </ul>					<p>additional members should be on hand to assist</p> <ul style="list-style-type: none"> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates</li> <li>• Teach members how to correctly carry equipment and how to safely set up specific items and don't allow untrained members to assist</li> <li>• Those carrying things be accompanied by someone able to clear a pathway open door</li> <li>• Committee to ensure adequate time for set up and pack down is planned for /allocated when bookings are made</li> </ul>				<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> </ul> <p>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></p>
Cables/wires in area	<ul style="list-style-type: none"> <li>• Tripping over wires and causing injury</li> <li>• Pulling over equipment and causing it damage or further injury</li> </ul>	Those in the vicinity	3	3	9	<ul style="list-style-type: none"> <li>• Any cables to be organised as best as possible and trailed away from walkways</li> <li>• Cable ties/to be used if necessary</li> <li>• Hazardous sections to be blocked off e.g. using chairs &amp; signage</li> </ul>	1	3	3	<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> </ul>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
										<ul style="list-style-type: none"> <li>• Contact emergency services if needed</li> </ul> <p>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></p>

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Unmonitored Speakers causing feedback/deafening noise	<ul style="list-style-type: none"> <li>Hearing damage</li> <li>Disruption to unrelated activities/complaint</li> </ul>	Those in the vicinity and potentially members of the public in the building/nearby	4	3	12	<ul style="list-style-type: none"> <li>Someone with relevant sound/tech training or know-how nearby to monitor levels</li> <li>Microphones/speakers turned off when not in use</li> <li>Volume kept low</li> </ul>	2	2	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> </ul> <p>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></p>



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Consistent (intentional) loud noise	<ul style="list-style-type: none"> <li>Hearing damage</li> </ul>	Those regularly in the rehearsal	4	3	12	<ul style="list-style-type: none"> <li>Recommend earphones are used by affected members</li> <li>Position musicians appropriately so direct exposure is minimised</li> <li>Mutes/screens utilised if/where appropriate</li> <li>Avoid use of small confined spaces</li> </ul>	3	2	6	<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> </ul> <p>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></p>
<ul style="list-style-type: none"> <li><b>Concerts</b> (in addition to above)</li> </ul>										

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Transport of equipment/people	<ul style="list-style-type: none"> <li>• Muscle strain/sprain loading equipment</li> <li>• Traffic accident resulting from equipment obstructing view</li> <li>• Injury resulting from unsecured equipment being transported</li> </ul>	Those loading or in any vehicle transporting	4	4	16	<ul style="list-style-type: none"> <li>• Any equipment being transported by vehicle being appropriately strapped down</li> <li>• Any equipment to not obscure any view that is legally required and driver to be comfortable, using a banksman where necessary</li> <li>• If using van/minibus, the driver to be appropriately trained and insured</li> <li>• Any heavy items to be carried by at least 2 people, or using trolley/lift etc where possible</li> </ul>	2	2	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> </ul> <p>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></p>

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Unfamiliar space – steps and raised flooring	<ul style="list-style-type: none"> <li>Trips and falls causing injury.</li> </ul>	Performers/anyone new to the space	4	3	12	<ul style="list-style-type: none"> <li>All members to be shown the space before starting and steps to be pointed out, with players positioned so they are unlikely to fall</li> <li>If any raised areas/steps are not clearly marked, make venue caretaker aware and mark out where possible</li> </ul>	2	3	6	<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> </ul> <p>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></p>
<ul style="list-style-type: none"> <li><b>Busking/Outdoor Performances</b></li> </ul>										

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Adverse weather	<ul style="list-style-type: none"> <li>• Instruments being damaged</li> <li>• Electrical equipment being damaged or causing shock</li> <li>• Slips and falls</li> <li>• Burns</li> <li>• Illness (heatstroke etc)</li> </ul>	All involved	3	4	12	<ul style="list-style-type: none"> <li>• In severe weather (amber or red alert) no event to go forward</li> <li>• If only light rain/or area wet for an outdoor event, only acoustic performances to go ahead if at all if an uncovered space</li> <li>• Ensure that water is taken to hydrate</li> <li>• Regular breaks in the shade in the case of hot weather/inside in case of cold</li> <li>• Ensure appropriate clothing is worn for weather, e.g. coats, scarfs, sun hate</li> <li>• UV protection advised (sunscreen)</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> </ul> <p>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></p>

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Unattended items	<ul style="list-style-type: none"> <li>Theft</li> </ul>	All involved	5	3	15	<ul style="list-style-type: none"> <li>No items to be left out of sight</li> <li>Valuable items to be kept on members/within reach</li> <li>Prioritise own safety- if threatened give up items</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>In the event of theft committee members will:</li> <li>Highlight the incident to any community police officers in the area/report to 111</li> <li>Complete a SUSU incident report</li> </ul>
<b>Socials</b>										

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Alcohol consumption at events	<ul style="list-style-type: none"> <li>Alcohol poisoning</li> <li>Accidents including traffic accidents</li> <li>Hypothermia</li> </ul>	Members drinking excessively, members of public	4	5	20	<ul style="list-style-type: none"> <li>Designated committee to be responsible for making sure people are getting home safe</li> <li>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</li> <li>Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>Use SUSU minibus or radio taxis to ensure members are being safely transported home</li> <li>Staying with members and not allowing them to go off by themselves</li> <li>Calling for first aid assistance where necessary</li> </ul>	4	2	8	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Society to follow Code of conduct/Expect Respect policy &amp; share with members</p> <p>Society committee WIDE training</p> <p>Follow SUSU incident report policy</p>
Food	<ul style="list-style-type: none"> <li>Allergic reaction</li> <li>Food poisoning</li> <li>Choking</li> </ul>	Those eating	3	5	15	<ul style="list-style-type: none"> <li>Individual event risk assessment to be carried out for events involving members making/serving food.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> </ul>

						<ul style="list-style-type: none"> <li>Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>Allergen information should be made available to participants before or during the event</li> <li>Only order/buy food at establishments with appropriate food hygiene rating</li> <li>Food to only be provided/eaten when other activities are stopped</li> <li>Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products</li> </ul>				<ul style="list-style-type: none"> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> </ul> <p>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></p>
Games/activities	<ul style="list-style-type: none"> <li>Muscle strains</li> <li>sprains</li> <li>Trips falls</li> <li>concussion</li> </ul>	Those participating	4	4	16	<ul style="list-style-type: none"> <li>Warm ups to be given before strenuous activity</li> <li>Space to be cleared of obstacles and hazards</li> <li>Space to be large enough for members to be spread out</li> </ul>	2	2	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</li> </ul>

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						<ul style="list-style-type: none"> <li>Space to be made out of the way for a rest/not participating area so that people can safely disengage from the activity</li> </ul>				reception/venue staff <ul style="list-style-type: none"> <li>Contact emergency services if needed</li> </ul> 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>



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Socials: Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<ul style="list-style-type: none"> <li>Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</li> <li>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive should be asked to remove these.</li> <li>Society to follow and share with members Code of conduct/SUSU Expect Respect Policy</li> </ul>	1	2	2	<ul style="list-style-type: none"> <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>



**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: <ul style="list-style-type: none"> <li>• Tours</li> <li>• High risk socials</li> <li>• Tech heavy events</li> </ul> Events involving home-cooked/prepared food or external catering <ul style="list-style-type: none"> <li>• Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities...</li> </ul>	Relevant committee members – president to ensure complete.	31/1/2025		
2	Committee to read and share SUSU Expect Respect Policy	Grace Gilbey Lauren Young Sophie Lesley Cordelia Knight-Webb Alma Steingrimsdottir Emily Holland	31/09/2024	08/11/2024	This has been completed by the committee.

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

		Leah Orr Sophie Le Duc India Bunce Aiden McFarlane Adam Hamilton Matthew Waddington			
3	Purchase first aid kit	Cordelia Knight-Webb	31/11/2024		
Responsible committee member signature: 				Responsible committee member signature: 	
Print name: Cordelia Knight-Webb		Date: 8/11/2024		Print name: Grace Gilbey	
				Date: 8/11/2024	

## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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	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				

### 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.

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