University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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| Risk Assessment | | | | |
| **Risk Assessment for the activity of** | **UniBrass – Cardiff University – 15th February** | | **Date** | **17/01/25** |
| **Unit/Faculty/Directorate** | **SUSU SUBB** | **Assessor** | **Hannah Manley** | |
| **Line Manager/Supervisor** | ***VP Activities/Sport or Activities Coordinator*** | **Signed off** |  | |

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| ***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** |
| **General** | | | | | | | | | | |
| Slips, Trips, Falls | Accident and/or  -  Injury  - | Students  Members of the public | **1** | **3** | **3**−  − | Group sizes reduced to ensure no large groups are formed.  Students will be encouraged to take care when crossing busy streets. Students will also be encouraged to wear appropriate footwear when travelling by foot. | **1** | **2** | **2**−  − | Should injury occur, organisers to contact appropriate emergency services.  Organisers to bring a first aid kit for minor injuries.  Incident form completed if injury occurs |
| Adverse Weather | Sunstroke,  -  heatstroke, cold,  minor illnesses as a result of weather | Students | **1** | **2** | **2** | Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream | **1** | **1** | **1** | Weather to be checked periodically during the lead up to, and during the event. |

1

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Risk of Violent Crime, harassment and/or abuse | Accident and or  -  injury | Students  Members of the public | **1** | **4** | **4**-  - | Students will be encouraged to always stay in groups.  Advise participants to use  common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk.  Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety. | **1** | **3** | **3**-  - | Should a student witness or be a victim to such crime they are able to contact the appropriate  emergency service and report to the committee. In turn this to be reported to the duty manager Report incidents to local  emergency services  Gather all evidence and complete the incident form - If the Duty Manager is not present the  incident report must be filled out immediately, it can be found on the SUSU website here.  https://www.susu.org/contact.html |

2

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Loss of valuables | Lost items - | Students | **2** | **1** | **2**-  -  - | All attendees will be warned prior to the trip to keep valuables secure.  Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone  Stay away from large gatherings or demonstrations. | **2** | **1** | **2**− | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details. |
| Students becoming lost | Distressed/panicked  -  students.  Being left behind  Arriving late for  travel to and from the venue and  anywhere else.  Getting left behind. | All involved | **3** | **3** | **9** | Should student become lost, students will be encouraged to message the committee through designed chat. WhatsApp,  Facebook etc  Encourage all participants to swap numbers before trip.  Registers kept.  People assigned numbers to do roll call.  Everyone to be given meeting points and times. | **1** | **2** | **2**-  - | Students will be encouraged to always stay in groups.  Organisers to share trip itinerary were applicable.  Organiser will take registers  periodically throughout the trip. List of committee numbers given out  Periodically conduct group counts at important sections of the trip (i.e. when boarding the minibus, arriving at the venue, and hall where we are staying). |

3

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Inappropriate  behaviour – from  others or students | Distressed students,  -  members of the  public | Students  Members of the public | **1** | **1** | **2** | Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate  emergency services.  Students should report any inappropriate behaviour to relevant committee members (i.e. the welfare team). | **1** | **1** | **2**−  − | Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip  Report all incidents following SUSU incident reporting guidelines. Ensure participants have access to mobile phone. |
| Medical Emergency | Participants may  sustain injury due to; pre-existing medical conditions, an  incident whilst  travelling, or as a  result of a poor  response to a  previous medical  situation. | Student  participants | **3** | **5** | **15**−  − | Advise participants; to bring their personal medication, what  numbers to ring in an emergency, and that the priority is to first seek medical attention (not to call home first!)  Advice participants to bring enough medication for trip duration. | **2** | **5** | **10**− | Emergency contact details and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines.  Organisers to familiarise self and brief participants on local medical facilities |

4

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **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 baggage and heavy items to and from  coaches and storage | 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 | **1** | **3** | **3** | Not required |
| Food | Those with food  allergies having a  reaction.  Food poisoning  Choking | Those  eating | **3** | **5** | **15** | Any homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training.  Only order/buy food at  establishments with appropriate food hygiene rating.  Food to only be provided/eaten when other activities are  stopped. | **1** | **5** | **5** | If a reaction does occur, seek medical attention: phone 999 or 111 depending on severity.  Those with severe allergies to carry their medication (e.g. EpiPen). Committee and organisers to be made aware of any food allergies. |

5

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Unfamiliar space –  steps and raised  flooring | Trips and falls  causing injury. | Performers/ anyone new to the space | **5** | **3** | **15** | All members to be shown the space before starting and steps pointed out, with players  positioned so they are unlikely to fall where possible.  If any raised areas/steps are not clearly marked, make venue caretaker aware. | **2** | **3** | **6** | If there is no chance to view the space before performing,  committee to make all members aware of potential risk and advise people to be careful when moving around the space. |
| Unattended items | Theft | All involved | **3** | **3** | **9** | No items to be left out.  Valuable items to be kept on members/within reach.  Prioritise own safety- if  threatened give up items | **1** | **2** | **2** | In the event of theft committee members will:  1. Highlight the incident to any community police officers in the area/report to 111.  2. Complete a SUSU incident report |
| **Travelling - Minibuses** | | | | | | | | | | |
| Adverse weather or road conditions | Roads unfit for  -  driving  - | Students | **1** | **2** | **2** | Weather to be checked  periodically before travelling. Traffic announcements to be checked before travelling and  drivers made aware of any road accidents or adverse road  conditions. | **1** | **1** | **1**- | Should weather be deemed  ‘adverse’ or unsafe, the risk is to be considered and the trip may  potentially be cancelled. |

6

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **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** |
| Transport: Diversions | Students not  -  reaching intended destination | Students | **3** | **1** | **4** | Committee to review road  accident information and to note any potential diversions prior to the trip. | **3** | **1** | **4** | Not required. |
| Traffic –  Accident or collision in/outside of a vehicle Auto Accident | Death or major  -  injury  Damage to  equipment | Students.  Members of the Public. | **3** | **5** | **15**  -  -  -  -  -  - | Hire of minibus with reputable company to ensure its road safe. Buses without seatbelts are avoided if possible and never used on high-speed roads.  Student drivers – to pass the SUSU minibus test, or to be licensed and insured to drive a hire minibus.  Driver to be confident driving a minibus before the trip.  Seat belts worn at all times. Students advised not to distract the driver at any point when on the road and to follow any  direction given by the driver. Encourage students to use  pedestrian crossings wherever possible. | **1** | **5** | **5**-  -  - | Contact emergency services if accident occurs. - 999  Gather all evidence and complete the incident form - If the Duty Manager is not present the  incident report must be filled out immediately, it can be found on the SUSU website here.  https://www.susu.org/contact.html  Verbal warning of risk to be given to all before the trip.  Committee to check in with the student drivers assigned to the minibuses to make sure they are comfortable with the trip,  directions and driving conditions before the trip. |

7

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Transport of  equipment/people | Muscle strain/sprain loading equipment. Traffic accident  resulting from  equipment  obstructing view.  Injury resulting from unsecured  equipment being  transported | Those  loading or in any vehicle transporting | **4** | **4** | **16** | 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, using a banksman where  necessary.  If using van/minibus, the driver to be appropriately trained and insured.  Any heavy items to be carried by at least 2 people or using  trolley/lift etc where possible. | **2** | **2** | **4**−  − | Committee to monitor the ability of those moving heavy equipment and advise people to get extra help where they see fit.  If injuries occur, contact emergency services where necessary and complete and incident form. |
| **Concert/Competition (Including warm up period)** | | | | | | | | | | |
| Injury whilst moving the tables, chairs and stands for  performance set up | 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.  Advise students not to move heavy equipment on their own. | **1** | **3** | **3**- | Not required. |

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8

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Injury whilst moving heavy equipment and musical instruments. | Back strains.  -  Crushing fingers.  Damaging expensive equipment  Injury to surrounding people.  Damage to space  being used. | Those  involved in  moving the equipment and anyone nearby. | **3** | **4** | **12**-  -  - | Expensive instruments should be looked after by those that play them to ensure they are not mistreated in any way.  Committee to ensure adequate time for set up and pack down is planned for /allocated.  Any heavy items lifted by  multiple people.  Use lifts where possible for heavy items, where not possible  extreme caution to be used and additional members should be on hand to assist.  Teach members how to correctly carry equipment and how to safely set up specific items and don’t allow untrained members to assist.  Those carrying things be  accompanied by someone. | **1** | **4** | **4**- | Not required. |

9

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Bumps and collisions whilst playing.  Dropping instruments. | Damage to  -  instruments and  potential for small injuries. | Anyone  playing. | **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.  Larger instruments/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**- | Stage layout to be planned before the trip and shown to all in  attendance. |
| Noise Exposure | Hearing damage or  -  loss from excessive repetitive noise  levels | All  members,  especially  those near  loud  instruments. | **4** | **4** | **16** | We will recommend our  members to buy protective ear plugs and ensure regular breaks to prevent over exposure.  Avoid use of small, confined spaces. | **2** | **2** | **4**  - | Mutes/screens utilised if/where appropriate. |
| Over-playing and  rehearsing too long without a break | This can cause  -  repetitive strain  disorder | All members playing in  the band | **3** | **3** | **9**- | Members should not rehearse or perform longer than 2 hours without a break. | **2** | **2** | **4**- | Not required |

10

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

|  |  |  |  |  |  |  |  |  |  |  |
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| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **Social** | | | | | | | | | | |
| Overly intoxicated  members | Alcohol poisoning  -  Accidents including traffic accidents.  Hypothermia | Members  drinking  excessively  and possibly other  members of the public. | **4** | **5** | **20** | Committee to be responsible for making sure people stay safe. Participants encouraged to stay with the group where possible. Initiation behaviour not to be tolerated.  Discourage: drinking games and binge/excess drinking, members going off by themselves  Encourage: not leaving drinks unattended, staying in the  designated social area. (Cardiff SU), Staying in the group  Calling for first aid assistance where necessary.  Members to follow SUSU expect respect guidance, participants encouraged to be sensible/use common sense when drinking. | **2** | **1** | **2** | In the event of an accident as a result of drinking committee members will:  1. Highlight the incident to  any community police  officers in the area/report  to 111  2. Complete a SUSU incident report  Members are responsible for their individual safety though and are expected to act sensibly. Outline to all members who attend the risks of alcohol and how they should minimise the risk of further problems.  Society to follow Code of  conduct/Expect Respect policy & share with members. |

11

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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| *PART B – Action Plan* |

Risk Assessment Action Plan

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| --- | --- | --- | --- | --- |
| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review  Outcome at review date  date |
| 1 | Before trip, organisers to check the risk assessment provided by the UniBrass event team for any further guidance. | President | 17/01/25 |  |
| 2 | Participant briefing on health & safety before trip e.g. meeting, emails. |  | TBC | List of instructions and important information sent to all members |
| 3 | Trip itinerary and details of travel, competition timetable shared with all participants |  | TBC | Send to members |
| 4 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines |  | 2 weeks prior to departure | Form created and responses stored in a google sheet, only accessible by committee members |
| 5 | Organisers to check and pack a first aid kit. |  | Before the  trip | First aid kit to be kept with Courtenay (owner of the first aid kit) throughout the trip |
| Responsible manager’s signature:  Print name: Hannah Manley  Date: 17/01/25 | | | | Responsible manager’s signature:    Print name: Gemma Hall  Date: 17/01/25 |

12

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

**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  2  3  4  5 |
| 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 | 10 | 15 | 20 | 25 |
| 4 | 8 | 12 | 16 | 20 |
| 3 | 6 | 9 | 12 | 15 |
| 2 | 4 | 6 | 8 | 10 |
| 1 | 2 | 3 | 4 | 5 |

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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. |

|  |  |
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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 |

13