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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Southampton University Jazz Band**  **Summer Concert at the Bridge**  **16th May 6:00 pm till late** | | **Date** | **20/02/2025** |
| **Unit/Faculty/Directorate** | **SUSU Jazz Band** | **Assessor** | **Courtenay Bolt** | |
| **Line Manager/Supervisor** | ***Mollie Lee (Activities Coordinator)*** | **Signed off** | ***A black and white image of a sign  Description automatically generated with medium confidence*** | |

| ***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 tables/chairs and setting up | Back injury from lifting something too heavy. Injury from hitting or dropping something (e.g. table). Crushing fingers. Damage to equipment. | Those moving them and nearby people. | **4** | **2** | **8** | Make sure multiple people are assigned to each table. Don’t allow anyone with preexisting conditions to help. Make sure only a few people are assigned to each object/piece of equipment to minimise crowding so that people don’t get in the way and knock things or catch fingers. Make sure only people who know what they are doing are assigned to equipment set up (e.g. assembling the drum kit, wiring the PA). | **2** | **1** | **2** | 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 |
| Injury whilst moving equipment to and from the Bridge | Back injury from lifting something too heavy. Tripping whilst walking between the level 3 music storeroom and the Bridge whilst carrying. Crushing fingers.  Damage to equipment. | Those moving and nearby people. | **4** | **3** | **12** | Use the lift wherever possible for heavy items – seek support from SUSU/venue staff as needed. Have at least two people moving large items (e.g. drum kit). Make sure people know how to lift and carry objects correctly. Make sure everyone able to help does.  Make sure committee are overseeing this and one member (Band Manager if possible) is directing what needs to be taken and where. | **2** | **2** | **4** | 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 |
| Hitting nearby people while playing. Dropping instruments. | Injury from being hit by a large instrument falling/being dropped. Damage to instruments. | Those seated (or standing) nearby in the band or audience | **3** | **3** | **9** | Ensure everyone is appropriately spaced so that they will not bump into each other or be able to knock and damage instruments.  When going on stage send people on back to front so people do not have to ‘climb’ over those already seated. Reverse process at the end of concert. | **2** | **1** | **2** | 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. |
| Using laptops/tablets to read sheet music. | Injury due to falling laptops/tablets from unsteady platforms (e.g. music stands). | Those playing in the concert | **4** | **3** | **12** | Ensure members are using stable platforms. Any music stands used are stable and secure, with all joints secured tightly, before any tablet is placed on top. Use non-music-stand platforms where appropriate (e.g. a tall chair to support a laptop).  All members including those who prefer to use tablets provided with paper sheet music which can be switched to if there are any concerns/problems during the concert. | **2** | **2** | **4** | Not required |
| Noise. | Damage to ears/hearing due to loud sound from instruments or monitors not positioned correcting and causing loud sound from feedback in the PA system. | Those playing in the concert and audiences (and anyone else in the space such as bar staff) | **3** | **3** | **9** | Encourage members to wear protective ear buds during rehearsals and concerts. Keep instrument volume to an appropriate level and avoid playing directly at someone. Ensure the PA system is set up and tested properly before concert.  Sound check will be done prior to start of concert to ensure appropriate levels. Where possible someone who is not playing in the set will be designated to control the sound desk, or a committee member will monitor during check and desk will be with them during concert. | **1** | **1** | **1** | 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. |
| Trip hazard of cables (e.g. extension leads, PA system). | Injury due to tripping of individual unaware of cables lying around during set up or leads from PA system. | Those in the space | **3** | **3** | **9** | Ensure cases and equipment is put in a separate green room or sorted neatly in one corner out of the way of where anyone entering the space will walk.  When setting up PA and amps, committee to go round with electrical tape and ensure any wires are taped down. Where possible leads to amps and over equipment to be tucked behind the stage area. | **1** | **1** | **1** | Not required. |
| Large amounts of cash from ticket sales | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Those holding the money E.g. | **3** | **4** | **12** | SUSU box office will be used to sell tickets in advance.  On the door ticket sales will have a card reader available.  Cash to be deposited after each event. Money to be kept in lockable box. Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public). Money to not be left unattended. Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | **2** | **3** | **6** | 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 |
| Fire | Personal Injury | Band members and members of the public attending the event | **3** | **5** | **15** | Organisers aware of where fire exits, and meeting points are and informed of fire safety measures for the event.  Clear pathways left with no obstruction throughout the space.  Equipment that has potential to cause a fire to be checked regularly and not used if deemed unsafe. PAT Tested.  No wires left where they could be broken or pulled out of sockets unsafely.  List of members playing in the concert to check once the space has been evacuated and all are a safe distance from the fire. | **2** | **3** | **6** | If fire occurs call 999 ASAP.  Organisers to direct people out of the building and to a safe distance away from the building.  Yearly Pat testing will take place on all electrical equipment. |
| Alcohol | Over drinking, leading to intoxication.  Spilt drinks  Bar – Overcrowding | Those involved in the concert and members of the public attending the event | **3** | **5** | **15** | Drinking is never encouraged. Society members are made aware of the risks when drinking. Members of the band informed that if they appear intoxicated, they will be asked not to perform at the event.  If a drink is spilt, it must be cleared up immediately. Drinks are to be kept away from all electronic equipment to ensure no damage is caused due to spilt drinks. Only drinks in sealed bottles (e.g. water bottles) are to be allowed on the stage.  The bar is open throughout the whole event and the public will be made aware they are able to get a drink at any time to avoid overcrowding near the bar during the interval. | **3** | **2** | **6** | If a member become intoxicated, a committee member will make sure they get home safely.  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. |

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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 | Check that equipment as been set up correctly in line with RA | C.B | 16/05/25 | 16/05/25 | n/a | |
| 2 | Leads to be checked every time set up changes (eg when bands swap over) and re taped as necessary | C.B | 16/05/25 | 16/05/25 | n/a | |
| 3 | Lockable money box to be brought for cash sales | C.N | 16/05/25 | 16/05/25 | Cash to only be accepted if cashbox if available | |
| 4 | Clear fire plan to be outlined to committee before the event | C.B/R.T | 14/05/25 | 14/05/25 |  | |
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| Responsible manager’s signature: | | | | A black and white image of a sign  Description automatically generated with medium confidenceResponsible manager’s signature: | | |
| Print name: Rowan Thomas | | | Date:19/02/25 | Print name: Courtenay Bolt | | Date 19/02/25 |

**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 |