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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Weekly rehearsals in clubs and socs 6:45-9:30pm on Tuesdays** | | **Date** | **04/10/2024** |
| **Club or Society** | **Southampton University Jazz Orchestra** | **Assessor** | **Cameron Gouldstone** | |
| **President or Students’ Union staff member** | ***Cameron Gouldstone*** | **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** |
| Damage to Hearing | Consequences could range from sore ears, headaches to temporary hearing loss or even lifelong issues including potential deafness. | Members of SUJO, both instrumentalists and conductors.  Members of the public who attend our gigs. | 3- Possible | 3- Moderate  Potential hearing damage | 9 | Provide an appropriate rehearsal space.  Advise all members to purchase sufficient ear protection, e.g. ear plugs.  Make sure audience are never positioned too close to the band. | 2-unlikely | 3 Moderate | 6 | Will always be a potential risk, and other than undertaking the control measures stated previously, nothing can be done. |
| Papercuts from music | When sorting through music or turning pages papercuts are possible. | Members of SUJO, both instrumentalists and conductors. | 4- Likely | 1- Trivial  Member could cut themselves and bleed. | 4 | Tell members to be careful when handling music. Ensure that the conductors give sufficient time for players to find the next piece of music.  Number sheet music and order it numerically, hence giving members less music to sort through and limiting the risk of papercuts.  Ensure the players are prepared for page turns by folding corners. | 3- Possible | 1- Trivial | 3 | N/A |
| Transporting percussion | Bumps, bruises, self-injury, injury from instruments, damaged instruments | Members of SUJO, both instrumentalists and conductors. | 3- possible | 3- Moderate  Injury or damaged equipment | 9 | Ensure only people who have been shown how to move the percussion in a safe way are doing so and are being supervised by percussionists or committee members. | 3- possible | 2- Minor | 6 | N/A |
| Instrument trip hazard | During breaks, instruments may be left lying around and could be tripped over. | Members of SUJO, both instrumentalists and conductors. | 3- possible | 2- Minor  Player could trip over an instrument and cause damage to themselves and the instrument. | 6 | Ensure we are given an appropriate rehearsal space that comfortably accommodates all of the society’s needs.  Ensure there is enough space in the room for instruments to be left out and for people to roam around freely.  Advise members to put their instruments away in the break to avoid damage to both the instrument and other members. | 2 Unlikely | 2- Minor  Member could trip and cause damage to instrument and themselves/others. | 4 | Continue to remind members in every break that they should put their instrument away if there is not enough space for people to walk around the room without the risk of damaging the instrument or a member of the society. |
| Electrical lead trip hazards | Injury due to tripping of individual unaware of cables lying around during rehearsal. | Members attending rehearsal | 3 - possible | 3 – moderate  Person could get cut or bruised and require first aid. | 9 | Ensure cables are tucked towards suitable locations. Alert members to the presence of cables and to move with caution. Ensure people setting up their own equipment are aware of this. | 2 - unlikely | 2 - minor | 4 | Remind members about the potential hazard and do a visual inspection once equipment set up. |
| Slips and falls | Injury requiring first aid due to person not seeing a trip hazard or being careless. | Members in rehearsal | 3 - possible | 3 - moderate | 9 | Check there aren’t any objects lying around that could be missed or cause someone to trip over. Alert members to any objects that can’t be avoided | 2 – unlikely | 2 - minor | 4 | Remind members about the potential hazard and do a visual inspection once equipment set up. |
| Fire safety | Members tripping if leaving in a hurry or being unsure of exit route. Potential injury risk if a fire is close to rehearsal space. | Members in rehearsal | 2 - unlikely | 3 - moderate | 6 | Ensure people responsible for running event know where fire exits and meeting point are. Take a note of members present to make sure everyone is outside safely. Leave path to fire exits clear so people can exit safely. | 2 – unlikely | 2 - minor | 4 | Outline evacuation procedure in first rehearsal and when in new venues. |
| Overheating and overcrowding | Fainting, dehydration, being hit with other musician’s instruments, | Members of SUJO, both instrumentalists and conductors. | 3- possible | 2- Minor  Members of the society could faint due to overcrowding and they could also be injured by instruments, such as trombones, hitting them from behind. | 6 | Ensure we are given an appropriate rehearsal space that comfortably accommodates all of the society’s needs.  Ensure there is more than enough space in the room for all members of SUJO.  Advise members to leave the rehearsal room in the break to get a drink and some fresh air. | 2-unlikely | 2-Minor  Members of the society may feel unwell and get light-headed due to the combination of overheating and overcrowding and playing their instrument. | 4 | Provide refreshments for the orchestra in breaks. |
| Using laptops/tablets to read sheet music | Injury due to falling laptops/tablets from unsteady platforms (e.g. music stands) | Members attending rehearsal | 3-possible | 2-Minor | 6 | Ensure members are using stable platforms. Ensure any music stands used are stable, with all joints tightened, before any tablet is placed on top. | 2-unlikely | 2-minor | 4 | Not required |
| Socials including nights out in town and other activities(e.g Bowling) | Injuries, arguments, or theft whilst out especially as a result of/worsened by consumption of alcohol. Injury whilst taking part in activities or because of travel. | Members attending each social. | 3-Possible | 3-moderate | 9 | For nights out:  Everyone spoken to about staying safe before first social.  Make sure no one is drinking excessively (committee members to be responsible). Make sure no one is going off/home alone.  For other activities:  Make sure everyone is aware of what is required for activity. Make sure everyone has read and/or attended any safety material/talks before. | 2-Unlikely | 3-moderate | 6 | Additional risk assessment to be completed for any particularly high-risk activities (those of which would still have a high-risk score).  Make sure the welfare officer, or designated individual if they can’t attend, is present and that those attending know who it is in case of an emergency. |

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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 | Advise individuals to buy earplugs, making sure they are aware of the risk rehearsals might pose to their hearing.  Avoid, where possible, performing in particularly loud, small venues | President  Cameron Gouldstone | Dec 12 | | TBC |  | |
| 2 | Advise people to be more careful. | Cameron Gouldstone | Dec 12 | | TBC |  | |
| 3 | Only allow the percussionists to move the percussion equipment.  In cases where someone other than the percussionist must move the equipment, ensure the percussionist has given them appropriate instruction so they are at less risk of harming themselves. | Cameron Gouldstone | Dec 12 | | TBC |  | |
| 4 | Make sure instruments are put in cases. Take time before the rehearsal to ensure the space is clear to minimise risk of any band members injuring themselves by tripping over something. | Cameron Gouldstone | Dec 12 | | TBC |  | |
| 5 | Rehearse in Clubs and Socs to ensure no overcrowding. | Cameron Gouldstone | Dec 12 | | TBC |  | |
| 6 | Risk assessments to be made for any individual socials which still have high residual risk. | Social secretary | Dec 12 | | TBC |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Cameron Gouldstone | | | | Date: 04/10/24 | Print name: Isabelle Chandler | | Date 04/10/24 |

**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 |