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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Winter Jazzmanix concert 2025** | **Date** | **28/01/2025** |
| **Unit/Faculty/Directorate** | **Jazzmainx** | **Assessor** | **Rebecca Snelson-Kennedy**  |
| **Line Manager/Supervisor** |  | **Signed off** |  |

Venue location: St Albans church, 357 Burgess Road SO16 3BD

Number of attendees: 16 Choir Members, 5 band members, around 70 audience members- building holds 250

Time of event: 6pm-8pm

Date of event: 01/02/2025

Activity taking place: singing both as a big group and smaller groups with a band playing.

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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**  |
| Setting up sound  | Possible electrocution  | Committee members, band members  | **1**  | **5**  | **5**  | All electrical equipment is PAT tested  | **1**  | **5**  | **5**  | No utilisation of equipment if it has not passed PAT testing. Safe handling of electrical equipment.  |
| Tripping or falling off stage during concert  | Individual may become hurt/injured.  | Choir and band members  | **2**  | **3**  | **6**  | The choir and band are aware of how to behave during a concert and to be careful of wires/wires to be taped onto floor, equipment and instruments  | **1**  | **3**  | **3**  | Remind choir to look where they are walking and to behave on stage.Seek Medical attention as needed. E.g. SUSU Reception, Venue, 111, 999All 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) |
| Fainting during concert  | Individual may become hurt or injured.  | Choir members, band members  | **2**  | **3**  | **6**  | All choir and band members have water on stage and access to water in the venue. As do audience members  | **1**  | **3**  | **3**  | Remind choir to drink a lot of water and to exit the stage if they are feeling dizzy/ unwell. 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) |

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| Setting up stage or other equipment.  | Strain injuries  | committee members, band members  | **2**  | **3**  | **6**  | Everyone should be aware of how to lift properly in order to avoid injury/heavier objects to be lifted in pairs. At least one committee member to be trained in manual handling. | **1**  | **3**  | **3**  | Making sure everyone is shown how to lift heavy items correctly at the beginning of/during venue set up. Seek Medical attention as needed. E.g. 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) |
| Fire  |  Burns, injuries | Choir members, band members, audience members |  **1** |  **5** |  **5** | Keep area clear of debris, make sure fire doors and walk ways are not obstructed |  **1** |  **3** |  **3** | Can reduce the risk of a fire harming anyone by informing people of where the fire doors are and that they are clear to walk through in case they are required. 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) |
| Raffle-KEEN Southampton | Younger members of the public buying tickets and making links with gambling. Losing money. Inappropriate prizes | User, Under 16s, members of the public | 3 | 4 | 5 | **We will:**· Not have any alcohol as prizes· Ensure that only adults buy raffle tickets.· Ensure that the raffle is manned at all times by a member of KEEN Southampton, the Jazzmanix president or one of the contacts named on the charity form (Isobel Buck or Abbie Duncalf)· Ensure that no money is left unattended. We therefore will only take card payments and ensure that once the raffle is over the sumup machine will be kept on our person or in a safe space. It will be returned to SUSU at our earliest convenience after the event· Clearly state the purpose of the raffle and its aims to the public· Ensure that the raffle prizes are suitable.· Follow SUSU’s Manual Handling procedures when laying out tables for the raffle.· Ensure that the raffle set up leaves a clear exit pathway and does not block any fire exits in case of a fire.· Ensure that the raffle set up is not in a place which could cause slips, trips or falls for the user or passers by. | 1 | 3 | 3 |  |

***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 date**  | **Outcome at review date**  |
|   | Member of committee complete manual handling training |  Rebecca, president |  17-1 |  25-1 |  |
|   |  Committee to read and share SUSU Expect Respect Policy |  Committee members- president to ensure complete. |  17-1 |  25-1 |   |
| Responsible manager’s signature: Rebecca Snelson-Kennedy  |  | Responsible manager’s signature: Abbie Duncalf |  |
|  Print name: Rebecca Snelson-Kennedy | Date:28/01/2025  | Print name: Abbie Duncalf | Date: 28/01/2025 |

**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  |  12345 |
| 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  |

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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 selfadministered.  |
| 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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| 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  |

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|  1    | 2  | 3 **IMPACT**  | 4  | 5  | 1. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
2. Control measures should follow the risk hierarchy, where

 appropriate as per the pyramid above. 1. 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
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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  |

Risk process

**LIKELIHOOD**

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. cost the control would be necessary.