


## Risk Assessment

|  |   |                   |   |
|--|---|-------------------|---|
| <b>Risk Assessment for the activity of</b> | <b>Concert Band and Jazz Band Tour Fundraiser Concert (in the Bridge)</b> | <b>Date</b>       | <b>7<sup>th</sup> March 2025</b>  |
| <b>Unit/Faculty/Directorate</b>            | <b>SU Jazz Band/Concert Band</b>  | <b>Assessor</b>   | <b>Courtenay Bolt (SUJB Band Manager)</b>   |
| <b>Line Manager/Supervisor</b>             | <b>Mollie Lee</b>   | <b>Signed off</b> |  |

### PART A

| (1) Risk identification                           |  |   | (2) Risk assessment |        |       |   | (3) Risk management |        |       |   |
|---|--|---|---------------------|--------|-------|---|---------------------|--------|-------|---|
| Hazard  | Potential Consequences   | Who might be harmed<br><br>(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 |   |
| 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. | 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 |

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| <b>Hazard</b>  | <b>Potential Consequences</b>   | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
|  |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| Injury whilst moving equipment to and from the Bridge      | Back injury from lifting something too heavy. Tripping whilst walking between the level 3 cupboard and cafe 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. Use the trolley or have at least two people moving large items (e.g. drum kit). Make sure people know how to lift and carry objects correctly.   | 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.<br><br>When going on stage send people off by row back to front to 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 |

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| 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. Ensure 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 deemed appropriate (e.g. a tall chair to support a laptop).<br>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                                     |

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| 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            | <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 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</li> </ul> |


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|  |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| 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.<br><br>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/                                    |

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|   |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   |
| 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<br>On the door ticket sales will have a card reader available.<br>If cash is taken it is to be deposited after the event · (Money to be kept in lockable box until deposit can be made)<br>Ensure cash is not visible/advertised when out in public) · use of 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 |

**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     | 07/03/25    | 07/03/25    | n/a  |
| 2        | Leads to be checked every time set up changes (eg when bands swap over) and re taped as necessary | C.B     | 07/03/25    | 07/03/25    | n/a  |
| 3        | Lockable money box to be brought for cash sales   | C.N     | 07/03/25    | 07/03/25    | Cash to only be accepted if cashbox if available |
| 4        | Stage Layout to be provided prior to the concert  | C.B     | 01/03/25    |             | Provide layout to both committees involved       |
|          |   |         |             |             |  |
|          |   |         |             |             |  |
|          |   |         |             |             |  |


Responsible manager's signature:



Print name: Courtenay Bolt

Date: 12/01/25

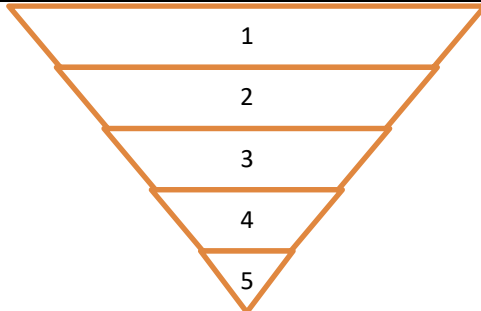
Responsible manager's signature:



Print name: Collette Nicolle

Date  
13/01/25

## 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  |