

## Risk Assessment Guidance



The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)		Likelihood of Occurrence (b)	
<b>1 – Trivial</b>	(eg discomfort, slight bruising, self-help recovery)	<b>1 – Remote</b>	(almost never)
<b>2 – Minor</b>	(eg small cut, abrasion, basic first aid need)	<b>2 – Unlikely</b>	(occurs rarely)
<b>3 – Moderate</b>	(eg strain, sprain, incapacitation > 3 days)	<b>3 – Possible</b>	(could occur, but uncommon)
<b>4 – Serious</b>	(eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	<b>4 – Likely</b>	(recurrent but not frequent)
<b>5 – Fatal</b>	(single or multiple)	<b>5 – Very likely</b>	(occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY-  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level



# Risk Assessment Record

<b>Risk Assessment of:</b> ChaOS (Choral and Orchestral Society)	<b>Assessor(s):</b> Alex Babington (Technical Supervisor 2018/19)	<b>Date:</b> 25/05/2019
<b>Overview of activity / location / equipment / conditions being assessed:</b>	Ensemble rehearsals, Concerts (on and off campus) including promotion, Socials (on and off Campus), Freshers' Week events, External Speakers (Conductors), Travel to Events, Busking (on and off Campus).	
<b>Generic or specific assessment?</b> Generic risk assessment	<b>Context of assessment</b> Annual review of risks associated with all Society activities	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
1	<b>Manual Handling</b>									
1.1	Muscular Damage from Holding item away from body	Committee and members involved with loading in and out operations	Safe lifting techniques shall be used as given in the manual handling method statement.  Keep the load close to the waist  Maximum weight shall be in accordance with method statement.	3	2	6				
1.2	Muscular Damage from Reaching upwards	Committee and members involved with loading in and out operations	Safe lifting techniques shall be used as given in the manual handling method statement.  Maximum weight shall be in accordance with method statement.  No objects to be stored at height which are above the combined	3	2	6				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			safe lifting power of two individuals.							
1.3	Muscular Damage from pushing or pulling	Committee and members involved with loading in and out operations	<p>If appropriate, loads on a trolley/vehicle shall be secured to the trolley/vehicle</p> <p>Weight of load should be suitable for method and persons used as in the method statement</p> <p>Ensure that line of sight is not obstructed</p> <p>Ensure that wheels and brakes are functioning correctly before movement</p>	3	2	6				
1.4	Muscular Damage from stooping, bending, or twisting to pick up and put down the item	Committee and members involved with loading in and out operations	<p>Suitable number of people to be used for lifting.</p> <p>All people conducting the lifting operation to follow lifting guidelines in the method statement.</p> <p>Twisting should be avoided whenever possible by moving feet. If this cannot be achieved, maximum weight should be reduced in accordance with method statement.</p>	3	2	6				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			Stooping should be avoided by bending the knees. Items which are not suitable for carrying should be transported using a suitable trolley.							
1.5	Crushing from dropping of <b>heavy</b> items	Committee and members involved with loading in and out operations	<p>Heavy items should be wheeled or secured to a suitable wheeled vehicle when practical to assist in handling.</p> <p>If possible, heavy loads should be made more manageable.</p> <p>Lifting operations of heavy loads involving <math>\geq 3</math> team members are to be led by an additional competent person not involved in the lifting process</p>	4	2	8				
1.6	Crushing from dropping of bulky but not heavy items which are awkward to carry/grasp	Committee and members involved with loading in and out operations	<p>Bulky items should be wheeled or secured to a suitable wheeled vehicle when practical to assist in handling.</p> <p>If possible, bulky loads should be made more manageable.</p>	3	3	9	Additional persons to be used as necessary in order to make the load more manageable.	3	2	6
1.7	Crushing from dropping of <b>heavy</b> and bulky items which are awkward to carry/grasp	Committee and members involved with loading in and out operations	Heavy and bulky items should be wheeled or secured to a suitable wheeled vehicle when practical to assist in handling.	4	3	12	<p>Additional persons to be used as necessary in order to make the load more manageable.</p> <p>Moving of such loads only to be performed</p>	3	2	6

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			If possible, heavy and bulky loads should be made more manageable.				by experienced persons.  Safety boots to be worn at all times during a manual handling operations involving such loads.			
1.8	Crushing injuries from dropping or by a wheeled vehicle due to difficulty negotiating an obstacle in the route (e.g.: doors and kerbs)	Committee and members involved with loading in and out operations	Ensure route is clear of obstacles before attempting manual handling operation. If possible, wedge doors open or get an additional person to hold the door open.  If obstacle is immovable, plan route to avoid or make sure all members of the operation are aware of how the obstacle will be overcome. Add additional persons as necessary to ensure the load can be negotiated around the obstacle in a controlled manner.	3	2	6				
1.9	Muscular injury and/or crush injuries due to losing grip as attachment to a static object becomes taught	Committee and members involved with loading in and out operations	All equipment shall be completely disconnected before lifting operations.	3	1	3				
1.10	Electrocution (during or subsequent) due to an electrical fault caused by manual handling operations	Any persons including the public in the vicinity of electrical equipment	All electrical appliances shall be fully disconnected before manual handling operations.	5	1	5				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			<p>All electrical appliances shall undergo suitable pre-use inspections and regular thorough inspections according to the Portable Appliance Testing procedure.</p> <p>Any electrical equipment that could have been damaged shall not be powered until a thorough inspection has been performed by a competent person.</p>							
1.11	Muscular strain due to repeated overexertion and fatigue	Committee and members involved with loading in and out operations	<p>Distance and quantity of manual handling operations to be minimised as much as reasonably practicable.</p> <p>Suitable trolleys or vehicles to be used wherever practicable to minimise or lessen manual handling.</p> <p>Persons involved to take regular breaks.</p> <p>Any person unsure they are in a fit condition is to stop work</p> <p>Persons performing larger operations to be rotated in order to lessen the workload on an individual</p>	3	2	6				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
1.12	Persons being run-over whilst unloading on a road	Committee, van drivers, and members involved with loading in and out operations	<p>Hazard lighting to be activated on the vehicle where available.</p> <p>Unload location to be chosen to minimise on road time, traffic quantity, and traffic speed.</p> <p>Persons involved to remain kerbside of the outer edge of the vehicle at all times</p>	5	2	10	<p>If any of the following situations occur, an appropriate number of safety persons to direct traffic wearing high visibility clothing conforming to BS471:2003 Class 2 shall be appointed:</p> <ul style="list-style-type: none"> <li>-low-light operations</li> <li>-implementation of contra flow traffic</li> <li>-roads where the speed limit exceeds 30mph</li> </ul>	5	1	5
1.13	Burns from mis-transportation of hot liquid	All members of ChaOS or the public in the vicinity of catering activities or access routes to catering areas	<p>Extreme care to be taken when transporting hot liquid</p> <p>Wherever practicable hot liquid containers should be transported cold and empty and the water heated in a static location</p> <p>All latches on containers of hot liquid to be engaged</p> <p>Large containers of hot liquid should be carefully filled using a jug or other suitable small container where required.</p>	4	2	8				
1.14	Slips, trips, and falls due to extremely wet or icy weather conditions	All members operating outside	Operations in such weather conditions shall be reduced where practicable.	3	3	9	Due to the high risk of injury such operations are only to be			



#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			<p>The load of manual handling operations shall be reduced to significantly less than levels stated in the method statements as dictated by the conditions</p> <p>Members performing manual handling operations shall wear suitably grippy footwear</p>				performed where absolutely essential			
2	Transportation of equipment by motor vehicle	Drivers within ChaOS; Committee	Refer to and obey SU Transport Risk Assessment. All recommendations and procedures set down by the SU Transport Office are to be obeyed.							
3	<b>Health Incidents</b>									
3.1	Health complications during events on campus	All ChaOS members and the public attending the event	<p>A responsible person is to be appointed to assess and co-ordinate the timely response of university security services to the incident.</p> <p>Any person identifying an incident should shout "STOP" in order to pause proceedings and facilitate a rapid assessment and response</p>	5	1	5				
3.2	Health complications during rehearsals on campus	All ChaOS members	The Ensemble Manager and/or the Acting Musical Director shall assess and co-ordinate the timely response of university security services to the incident.	5	1	5				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			Any person identifying an incident should shout "STOP" in order to pause proceedings and facilitate a rapid assessment and response							
3.3	Health complications during events off campus	All ChaOS members and the public attending the event	<p>A responsible person is to be appointed to assess and co-ordinate the timely response of a medical intervention to the incident.</p> <p>Any person identifying an incident should shout "STOP" in order to pause proceedings and facilitate a rapid assessment and response.</p> <p>A suitable first aid kit shall be present.</p> <p>Medical intervention shall be provided by an appropriate number of persons with suitable first aid / medical training for emergency situations.</p>	5	1	5				
3.4	Persons becoming harmed due to environmental conditions at events	Members involved with events and members of the public attending events	Environmental conditions, in particular, temperature to be monitored. Persons to be advised to don suitable clothing and/or head to shelter if necessary	3	2	6				
4	<b>Electrical Equipment</b>									
4.1	Electrocution due to equipment failure	Any persons including the public in the vicinity of electrical equipment	All equipment using, supplying, and/or transmitting >=50VAC/VDC shall be subject to	5	2	10	Suitable protection under the latest revision of BS 7909	5	1	5

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			pre-use inspections and regular PAT Tests in accordance with the electrical method statement.				shall be provided and tested as detailed in the electrical method statement.			
4.2	Electrocution due to failure of electrical supply	Any persons including the public in the vicinity of electrical equipment	All supplies shall be visually inspected.	5	2	10	Suitable protection under the latest revision of BS 7909 shall be provided and tested as detailed in the electrical method statement.  Check polarity and earth loop impedance of all supplies as detailed in the electrical method statement.	5	1	5
4.3	Electrocution due to water ingress	Any persons including the public in the vicinity of electrical equipment	Equipment without a suitable IP rating shall only be used in fair weather or within a suitable cover, tent or enclosure.  Equipment shall not be placed in areas which may fill with water such as gutters.  IP rated equipment shall be given a pre-use inspection as detailed in the electrical method statement.	5	1	5				
4.4	Thermal Failure of drum style extension leads	Any persons including the public	The maximum wound and unwound loads shall be observed.	4	1	4				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			In hot weather drum style extension leads should be fully unwound.							
4.5	Thermal Failure of other electrical equipment	Any persons including the public	In hot weather equipment shall be monitored to ensure it does not overheat.  Manufacturer's instructions on maximum operating temperatures shall be observed.	4	1	4				
4.6	Overloading of equipment and/or supplies	Any persons including the public	Load and voltage drop shall be considered by a competent person for all electrical installations as described in the electrical method statement.  Large/Complex events requiring any of the following shall not be undertaken by ChaOS: <ul style="list-style-type: none"> <li>- More than 6kVA of power</li> <li>- Multi-phase supplies and or equipment</li> <li>- The use of any heavy mains equipment (&gt;16A)</li> <li>- The need to spread loads over anything more than a singular final circuit</li> </ul>	5	2	10	Suitable protection under the latest revision of BS 7909 shall be provided and tested as detailed in the electrical method statement.	5	1	5
4.7	Tripping over electrical cables	Any persons including the public	Cables in walkways shall be suitably marked with white, yellow and black caution, or glow tape.	3	2	6				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			Cables shall be retained to the floor using suitable means							
4.8	Electrocution due to crushing of electrical cables by heavy objects	Persons operating heavy objects	Cables shall be suitable protected from heavy loads (e.g.: linebacker) or flown to a suitable height (>2.1m for a fire exit, >5.8m for a public roadway or access route for emergency vehicles)	5	1	5				
5	Intoxicated students	All members	<p>Committee members to carry phones and the numbers for security/Emergency Services.</p> <p>A suitable number of designated responsible adults are required to remain sober and deal with arising scenarios at all events where intoxicating substances may be consumed. They shall ensure that any members who become too intoxicated to get home alone are escorted to a place of safety.</p> <p>Illegal consumption of intoxicating substance is strictly prohibited.</p> <p>Any person involved in safety critical activities (such as manual handling or electrical work) or who is acting as a responsible person in any capacity shall not</p>	2	4	8				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			<p>consume any intoxicating substance for a minimum of 24h before commencing such activities.</p> <p>Consumption of intoxicating substances during events for any person in a higher risk environment such as on stage or outside of public areas that is not responsible for others or involved in safety critical activities is down to the discretion of the event manger (normally Chair, Events Officer, or Ensemble Manager) but in any case shall not cause the individual to exceed the drink drive limit</p> <p>Persons who may be intoxicated are advised to avoid bodies of water or busy roads</p>							
6	<b>Evacuation Provision</b>									
6.1	Suitable evacuation lanes not provided within temporary seating	Any persons using the seating	Temporary seating to be erected in accordance with ABTT guidance as detailed in the evacuation method statement	5	1	5				
6.2	Movement of temporary seating causing evacuation	Any persons using the seating	Individual seats in rows are to be suitably secured to each other to minimise movement	5	1	5				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
	lanes to become blocked									
6.3	Delayed start to an evacuation	Any persons including the public in the venue	<p>A suitable number of responsible persons shall be assigned to lead evacuation proceedings as in the evacuation method statement.</p> <p>Where amplified address systems are in use the sound operator shall maintain a list of prepared emergency announcements</p> <p>Any persons discovering a fire and/or bomb shall shout "STOP" to facilitate a rapid response and raise the alarm as detailed in the evacuation method statement.</p>	5	1	5				
6.4	Panic of persons delaying evacuation proceedings	Any persons including the public in the venue	Key persons to use code words to communicate the type and location of the incident without causing panic. These are detailed in the evacuation method statement.	5	1	5				
6.5	Injury to persons left behind in an evacuation	Any persons including the public at risk of not being aware of the evacuation or able to evacuate	<p>Persons with known reduced mobility and/or sight and/or hearing shall have a Personal Emergency Evacuation Plan (PEEP) made.</p> <p>The designated responsible individuals shall check their area for persons left behind if it is safe</p>	5	1	5				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			to do so as detailed in the evacuation method statement.							
6.6	Evacuation lane blocked delaying the progress of an evacuation	Any persons including the public in the venue	<p>Persons moving equipment through evacuation lanes shall do so as quickly as is practicable.</p> <p>No equipment shall be left unattended in an evacuation lane</p>	5	1	5				
6.7	Venue overcrowding making existing exit provision unsuitable	Any persons including the public in the venue	<p>Committee planning events shall obtain the maximum fire capacity of any venue used.</p> <p>If necessary due to additional obstructions such as temporary seating the capacity shall be reduced as detailed in the evacuation method statement.</p> <p>Committee members on front of house shall ensure that the no additional persons shall be allowed access once the capacity is reached</p>	5	1	5				
7	<b>Food and Drink</b>									
7.1	Allergic Reaction to food or drink	Any persons consuming food or drink	<p>Food/Drink containing any of the declarable allergens detailed in the catering method statement shall be clearly labelled.</p> <p>Where the food/drink had been homemade the persons involved in the preparation of the</p>	4	2	8				



#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			food/drink shall provide a full ingredients list							
7.2	Food/Drink poisoning	Any persons consuming food or drink	<p>Where the food/drink had been homemade the persons involved in the preparation of the food/drink shall remain in the vicinity of the food/drink outlet to answer questions and/or those persons shall provide a full ingredients list</p> <p>The food/drink shall be prepared according to basic hygiene procedure detailed in the catering method statement</p> <p>All involved in food preparation shall have received formal training in safe food preparation</p>	4	2	8				
7.3	Heated items	Any persons preparing or consuming hot food or drink	<p>Hot Food/drink to be served at a reasonable temperature in an insulated container</p> <p>Suitable Personal Protective Equipment such as oven gloves are to be used by persons producing hot food or equipment</p>	3	2	6				
8	<b>Hand Tools</b>									
8.1	Use of Knives	Any persons including members of the public in the vicinity of someone using a knife	Knives shall be kept in a suitably sharp condition to minimise risk of slippage	5	1	5				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			Persons using a knife shall take care to always cut away from their or another person's body							
8.2	Knife falling into the possession of a person wishing to commit harm	Any persons including members of the public in the vicinity of someone using a knife	Knives shall only be used by persons specifically authorised to do so who seem in a sane state of mind where absolutely necessary  Knives shall not be left unattended whilst out of designated storage containers and/or in public areas	5	1	5				
8.3	Electrocution due to cutting an electrical line with a knife	Any persons using a knife	Knives shall always be angled away from live electrical equipment	5	1	5				
8.4	Blunt object (e.g.: spanner, hammer, etc.) falling into the possession of a person wishing to commit harm	Any persons including members of the public in the vicinity of someone using a blunt object	Blunt objects shall only be used by persons specifically authorised to do so who seem in a sane state of mind  Blunt objects shall not be left unattended whilst out of designated storage containers and/or in public areas	5	1	5				
8.5	Use of Blunt objects (e.g.: spanner, hammer, etc.)	Any persons including members of the public in the vicinity of someone using a blunt object	Persons using a blunt object shall take care to always aim away from their or another person's body	4	2	8				
9	Confrontation with members of public (concert audience)	Anyone in venue, especially committee	Committee to ask anyone behaving in a violent manner to leave the event	3	1	3				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			Additional support to be summoned if required.							
10	Attack for money taken at event	Committee members involved with cash handling	<p>All takings to be placed in cash box and key carried separately.</p> <p>Where practicable person with money to travel by private vehicle</p> <p>Where practicable person with money to travel in a group</p> <p>Cash box to remain hidden.</p> <p>Money to be banked at earliest possibility.</p>	3	1	3				
11	Spread of illness when sharing instruments	Freshers or committee members sharing instruments	In date, sterilising wipes used to clean mouthpieces of shared instruments.	3	1	3				
12	Travel via public transport and walking	Members/committee on events/socials	Students advised not to travel/walk anywhere alone and to stay in well-lit areas.	3	2	6				
13	Crowd Control Incident	Any persons including the public attending an event	<p>At any sign of public unrest designated responsible persons shall escort antagonists from the venue.</p> <p>Additional help to be summoned if necessary.</p>	4	1	4				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required	A	B	A x B
			Content of events should not be of an inflammatory nature							
14	Increased rate of propagation of fire due to fire doors which have been wedged open	Any persons including the public in the vicinity	<p>This shall only be done for significant manual handling operations for the minimum time practicable.</p> <p>Door stops which disengage upon activation of the fire alarm shall be used wherever fitted.</p> <p>If they are not available a suitable number of responsible able-bodied persons shall remain in the vicinity of the doors to close them in the event of a fire alarm activation or discovery of fire.</p>	5	1	5				
	<b>Assessor signature:</b>		<b>Print name:</b> Alexander Babington Technical Supervisor 18/19	<b>Review date:</b> 25/05/2019						

**Risk Assessment Action Plan**

<b>Action Plan in respect of:</b>					<b>Prepared by:</b>
<b>Ref no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
Responsible manager's signature:				Responsible manager's signature:	
Print name:		Date:		Print name:	
				Date	