



Risk Assessment

Student Group: Music Society

Date: 23rd September 2020

Completed by: Susie Duxbury (President)

What is the hazard likely to be encountered	Who is at risk?	What is the risk?	What is the risk rating?	What precautions are required?	What is the residual risk?
Spread of covid-19 by attendees of an activity	All	Not knowing who has attended an event	5E	A register of all attendees taken and sent to YUSU for Track and Trace, as per YUSU guidance on how to record attendees.	1c
	All	Attendees not social distancing	5E	Current social distancing info to be displayed in venues. Activities should be set up so that social distancing is always possible and one way systems should be used. Those not keeping to social distancing requirements to be reminded and if repeatedly ignored removed from activity. Anyone giving a demonstration to be a minimum of 2m as per guidelines. Not sitting in areas/seats that are marked as out of use. If setting up, do so in a way to encourage 2m distancing and not face to face, as per current guidance.	3C
	All	Lack of ventilation	5E	Only use spaces that have been deemed covid-safe and that follow guidelines.	1C
	All	Indoor activities	5E	Using face coverings whilst travelling within buildings to reduce likelihood of spread in confined areas, as per university guidelines. Wearing face coverings in enclosed spaces for meetings and other classroom based activities.	3C
	All	Attendee being unwell	5E		2C

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	All	Lack of Hygiene	5E	Organisers should remind all attendees if they feel unwell not to attend events. Remind attendees if they are advised to self isolate not to attend events. If an attendee becomes unwell in a session, they must be told to return home. Hand sanitiser to be available at entry/exit with attendees encouraged to use on entry. No shared resources such as pens, paper. Should be one per person.	3B
	All	Stakeholder unaware of event or activity	5E	All Events must be signed off fully on the university's EMF system, without achieving this events can not go ahead.	2C
	All	Risk of students mixing amongst households	5E	Attendance limited to 30 people or the room capacity if lower. Windows/doors to be open where possible to allow for ventilation when room is in use. Social distancing to be maintained at all times.	3C
	All	Risk of inappropriate use of multi-occupancy rooms/ spaces	2D	Rooms only to be used for the purpose they have been booked for, rooms to be locked when bookings have completed.	1C
	All	Sharing/ Using equipment	5E	There should be no sharing of equipment during sessions. Before individuals use equipment, ensure hands are sanitised before and after use and equipment is cleaned regularly.	3C
	All	Using shared transport	5E	Follow the YUSU transport guidance. Maintain social distancing, wear face coverings and walk or cycle where possible.	3C
	All	Shared clothing/ costumes	5C		3A

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	All	Audience Attendance	3C	Any shared clothing/costumes must be washed immediately after use and stored securely for 72 hours before it's next use.	1A
	All	Singing and playing wind/brass instruments	5E	Consider whether there is a need for a live audience. Where it is essential, they should be seated in accordance with social distancing. Cheering and shouting should be avoided.	3C
	All	Overnight Stays	5C	2m social distancing must be maintained at all times. Host activity outdoors where possible. When indoors, ensure rooms are well ventilated. Place performers side-by-side or back-to-back rather than face-to-face. Encourage increased hand washing and avoid sharing music scores, parts & scripts.	3C
	Derwent Practice Room Users	Using the Derwent Practice Rooms	5E	2m social distancing must be adhered to at all times. Only venues with Covid-19 risk assessments in place should be used. The travel guidance should be followed to travel to the destination. Government guidelines must also be adhered to.	3C
GDPR breach	All	Personal data being lost when being gathered for Track & Trace	2C	All data to be destroyed after 21 days through deletion or confidential waste bins.	0A
Fire	Concert Hall users	Fire	5C	3 stewards at each concert to direct members and the public to assembly points using fire exits In keeping with the law, smoking is not permitted inside the buildings	4A

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Lifting injuries	Committee Members Concert Organisers Derwent Practice Room Users	Lifting injuries	1C	Members understand that use of our equipment is at their own risk Use appropriate lifting tools and technique	1B
Electric Shock	Derwent Practice Room Users	Electric Shock	2A	Portable Appliance Testing (PAT) of all appliances At external events, using Music Society appliances where possible	1A
Slips, trips and falls	Committee Members Derwent Practice Room Users Concert Hall Users Event Attendees	Slips, trips and falls	3C	Equipment to be stored properly and not left lying around No trailing wires Adequate signage for steps in Derwent Practice rooms 3 stewards at concerts to assist members and the public First Aiders present at events	1B
Ear damage	Derwent Practice Room Users Concert Hall Users Event Attendees	Ear damage	1C	Sound dampening in Practice Rooms Noise level guidance followed in concerts	1B

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Eye strain	Derwent Practice Room Users	Eye strain	1C	Rooms must have working lighting	0A
Scalding	Kitchen Users All members	Scalding	3C	Committee told to ensure hot drinks are handled with due care [No handing out of drinks when there are tighter COVID restrictions]	1B
Food poisoning	Kitchen Users All members	Food Poisoning	1C	Committee told to ensure surfaces are wiped down and crockery clean before using them Correct storage of foodstuffs [No handing out of food when there are tighter COVID restrictions]	1A
Damage to fabric of buildings	All members	Damage to fabric of buildings	2C	All damage must be reported to the risk assessment assessor All damage must be reported to YUSU	2C
Stress	Committee Members	Stress	1C	All members to report concerns with stress and workload to the committee, who will seek to provide assistance	1A

What is the overall risk when precautions are followed

*HIGH

**MEDIUM*

***LOW**

***underline as appropriate**

RISK RATING SCALE

Rating	Consequences			Likelihood				
	People	Assets & Property	Environment	A Rare	B Unlikely	C Possible	D Likely	E Almost Certain
0	No Injury	No Damage	No Effects	Low	Low	Low	Low	Low
1	Slight Injury	Slight Damage	Slight Effect	Low	Low	Low	Low	Medium
2	Minor Injury	Minor Damage	Minor Effect	Low	Low	Low	Medium	Medium
3	Major Injury	Local Damage	Localised Effect	Low	Low	Medium	Medium	High
4	Single Fatality	Major Damage	Major Effect	Low	Medium	Medium	High	High
5	Multiple Fatality	Extensive Damage	Massive Impact	Medium	Medium	High	High	High



WHEN SHOULD THE RISK ASSESSMENT BE REVIEWED?

- Ongoing using the safety check process
- If an accident or injury occurs and investigation establishes precautions were followed but inadequate
- Following refurbishment or substantial alteration to premises

REVIEWED/AMENDMENT DATES

Signed.....Date.....Signed.....Date.....Signed.....Date.....