

How you will communicate the risk assessment to all members (including new members) \*

e.g. when will you communicate, how will you confirm each member has seen it, paper and/or electronic copies, translation into additional languages, larger print versions

The risk assessment will be distributed via our website (luums.org) that is available to all and linked to on our Facebook page, where you can see who has engaged with the post. We can print a paper copy, large print, Braille if requested.

How you will communicate the emergency procedure to all members (e.g. fire evacuation) \*

e.g. when will you communicate, how will you confirm each member has seen it, paper and/or electronic copies, translation into additional languages, larger print versions

The emergency procedure for rehearsals is the same as the School of Music as this is where our rehearsals take place. For any other venues, any risks will be communicated on a case by case basis. For concerts, there is an announcement from one of our exec committee at the beginning of every concert LUUMS does.

How will you ensure the safety and awareness of disabled members \*

e.g. access arrangements, modified activities, transport

We ensure that all of our rehearsals are in accessible venues - either the weekly rehearsal is in the rehearsal room in the School of Music or in the Clothworker's Centenary Concert Hall (which is accessible via a lift). Should a person with a disability go on any of the tours we ensure that transport and any venues are accessible.

How will you be aware of and ensure the safety of members' overall health and wellbeing \*

You need to keep a log of all medical conditions, allergies and current injuries, also e.g. modifying activities, altering access arrangements where necessary

We encourage our members so be open about any medical conditions they have that could affect their participation in the society. We do not offer any food in our weekly activities - if there is a separate event then we will ensure that a list of people with allergies is created and kept to. For our tours, we will ensure that any medical conditions and/or allergies are brought to the tour manager's awareness beforehand, so we can make any necessary accommodations.

How will you ensure the safety and awareness of members of the public \*

e.g. are any activities likely to harm spectators, supporters or attendees

The only contact we have with the general public is through our termly concerts - we ensure the safety of the public through health and safety announcements at the beginning of every concert. We follow the same health and safety procedures as the School of Music, and adopt the rules of each venue we participate at.

If you are not on campus, how will you find first aid assistance?

We will follow the safety procedures of any venue we use for our activities, planning in advance to ensure the safety of our members.

How will you control for unsafe behaviour and attitude of any person? \*

e.g. will you have plans to de-escalate situations, will you have plans to remove any person if necessary

We will hire necessary security guards at our events to control any unsafe situations. Any members deemed to be unsafe towards other people will be subject to disciplinary procedures as detailed in our constitution and in respect with LUU's guidelines.

How will you make sure different skills levels are managed? \*

e.g. assessing the skills of each member before an activity / training, appropriate activities planned relative to skills assessment

We will make sure that each member is helped appropriately with their skill level so that everyone can participate in activities in the society. For example we have auditioned ensembles and unauditioned ensembles for members who could not participate in the auditioned ensembles.

How will you limit overcrowding and manage crowds effectively? \*

e.g. will you plan to locate people in specific spaces, how will you manage the number of people in these spaces, how will you communicate with crowds effectively

For events where overcrowding is possible, we will ensure that security is present for crowd management. Although the majority of our activities are in smaller groups.

For each of the listed risks which are applicable, please state how you would reduce them...

**Blocked emergency exits**

e.g. ensuring spaces are tidy, not congregating near exits

We encourage our members to keep exits clear for their own safety - for example, we will tell our members to not stand outside exits.

## Money handling

e.g. being aware of surrounding people, safely storing money, not drawing attention to cash

At all socials, our social secretary will instruct our members to keep an eye on their belongings and store any money in a safe location - usually a reserved, monitored section. Our Treasurer will ensure that any money is handled discreetly and safely.

## Theft / loss of personal items

e.g. being aware of surrounding people, not drawing attention to items, checking location of items regularly

We will ensure that all possessions (especially instruments) are kept in the locked storeroom in the School of Music or in a locked lecture theatre/room during concerts. We encourage our members to take care of their own possessions.

## Separation from group

e.g. clear communication guidelines, emergency contact details awareness

Before any tours or trips, we make sure that the emergency details of the ensemble managers and any exec members are available to all participants. This is distributed via a Facebook post or an itinerary

## During social event

### Slip / trip / fall hazards

e.g. routinely checking floors, slippery floors in bars/pubs/clubs, uneven surfaces, cables/wires on floors

We ensure to follow the safety procedures of any venue we host a social or event at. Our social secretary will ensure that any venues are health and safety compliant, and will endeavor to minimise this risk by ensuring that any spills are cleaned up promptly and any wires aren't hazardous.

## Injuries whilst under the influence of alcohol

e.g. perhaps a sober society member on social, communication of code of conduct

Our social events involving alcohol will always be in the presence of security, and the behavioural code of conduct for all our members is detailed in our constitution. We recommend that our members use safety procedures that are already in place to keep them safe under the influence of alcohol (e.g. the LUU Night Bus, and Amber Cars Student ID system) to ensure members get home safe when drunk.

## Excessive alcohol consumption, alcohol poisoning and associated illnesses

e.g. communication of code of conduct, emergency contact details and procedure

Our society does not condone excessive alcohol consumption, and we would never pressure our members into consuming alcohol. If any of our members were to get alcohol poisoning, we would treat it as a matter of emergency and phone the emergency services and follow any instructions from paramedics. We believe we have a responsibility of care for all our members and would never leave a member unconscious or in danger from the effects of excessive alcohol consumption.

## Spiking of drinks

e.g. being aware of surrounding people, not letting drink out of sight, buying own drinks

We ensure that our members are aware of the dangers of spiked drinks and encourage them to always keep their eye on their drinks or leave them with a trusted person if necessary. We also encourage our members to stick in groups to discourage individuals from such behaviours.

## Abuse and violence (verbal, physical, sexual)

e.g. not being separated from the group, limiting engagement in confrontations, not causing offence to others

We encourage our members to stay in groups during socials and ensure that no one goes home alone to reduce the risk of violence/abuse. At a venue, we would try to find security as soon as possible should a potentially dangerous situation arise. Should a member of our society feel endangered by another member, we would listen to them, and take any accusation of abuse/violence very seriously.

## Safety of vulnerable groups (persons with disabilities and/or medical conditions)

e.g. not being separated from group, access arrangements

We would take extra care to ensure that any vulnerable people within our society are not separated from the group and included at all events. This would depend greatly on the person and situation but we would try to make sure their needs are met.

## Strobe and other lighting

e.g. awareness of member sensitivity, effective planning and delivery of social, emergency contact details and procedure

For any events that require strobe lighting, there will be a warning in the health and safety announcement at the beginning of any concert and a written warning in the event programme to ensure that any audience member that is sensitive to strobe lighting can leave the room if necessary. We will distribute that emergency contact details of our committee at any society event in case of any lighting-related incidents.

## Excessive noise / loud music

e.g. awareness of member sensitivity, effective planning and delivery of social, emergency contact details and procedure

Loud music is an important issue at our society events given our purpose, so we provide free ear protection to all of our members at all events to ensure good ear health. Any of our members should inform the executive committee at the earliest opportunity if they have any issues with excessively loud music. Should a member refuse to lower the volume of their performance, they would be considered a risk to the society and be subject to disciplinary procedures as detailed in our constitution.

## Inappropriate behaviour / offence caused to others

e.g. effective planning and delivery of activity, removal of member from social, de-escalation techniques

Any offence caused by any of our members should be discussed with a member of our executive committee at the earliest opportunity were the issue will be privately discussed with the perpetrator - we have a 3 strikes system in place and will escalate to the union when appropriate.

## Illness and injury associated to adverse weather conditions (e.g. sunburn, heat stroke, hypothermia, dehydration)

e.g. awareness of member sensitivities, effective planning and delivery of social, emergency contact details and procedure

On our summer tour, we recommend that all of our members take the necessary procedures for the weather - e.g. drink plenty of water and wear suncream. Should an incident arise, all of the emergency contact details (tour managers) are communicated to the members before via Facebook and the itinerary.

## Transport to and from social event

e.g. group travel, individual travel, transport checks, planning of route, effective planning and delivery of social  
**We plan all of our coach travel through the union, ensuring that each ensemble manager has a print-out of their route before they leave. We encourage our members to walk to places in groups, offering to meet up at key areas (Union or School of Music) as and when necessary.**

## **Navigation during day and night**

e.g. planning of route, not being separated from group

**We make sure that all routes are planned in advance and communicated before the event to relevant members. We recommend that members do not travel alone for their own safety.**

## **How will you make sure the room is suitable for your activity?**

e.g. is there enough space, are surfaces even, are there enough fire escapes, any potential slips, trips or fall hazards?

**All rooms used by the society are kept clean and tidy by the School of Music. If it is an external event, we will ensure a venue is appropriate before using it. We also strive to keep trip hazards to a minimum during rehearsal time, even though we use a lot of equipment and ensure that any rehearsal room is of a suitable size and has appropriate evacuation procedures in place before the rehearsal.**

## **How will you place your equipment, reducing trip hazards and ensuring tidiness?**

e.g. routinely checking floors, have you planned where to place equipment, who will place this there, storage of boxes/bags

**All equipment used for rehearsals, such as chairs and music stands are tidied away after every band has rehearsed. As well as this, any percussion used (e.g. drum kit) will always be organised by someone with plenty of experience of safely setting it up. During concerts, our Concert Manager is responsible for the safe setup of all equipment used by the society. Belongings are kept in a separate room or at least away from activities during society events, minimising the risk of trip hazards.**

## **What about the comfort of the room?**

e.g. temperature of the room, lighting, ventilation, nearest toilet facilities

**We will ensure that the temperature, lighting and ventilation of all our rehearsal/performance spaces are adjustable to suit the needs of our members, and we will listen to any concerns brought to the attention of the Concert Manager, if during a concert and the Ensemble Manager if during a rehearsal. We ensure that accessible toilet facilities are at all of our venues.**

## **Ensuring health and wellbeing during training and competition**

### **Slips, trips and falls**

e.g. routinely checking floors, uneven surfaces, limiting distractions

**Our society does not take part in outside activities, but we would ensure that, for example, whilst transporting instruments, that any outside floor surfaces that are uneven are avoided and care is taken.**

**Personal injury - fracture / sprains / cuts**  
e.g. emergency contact details and procedure

We would ensure that appropriate medical attention is sought in the event of any personal injury during society events - we would follow the procedure of any venue we participate in - e.g. the School of Music or LUU

**Collisions conflict / contact with surrounding objects or people**

e.g. cordoning off space, managing crowds  
N/A

**Overexertion, tiredness and cramp**

e.g. awareness of member sensitivities, ensuring periods of rest, first aid procedure  
N/A

**Illness and injury associated to adverse weather conditions**

e.g. sunburn, heat stroke, hypothermia, dehydration  
N/A

**How will you set up, pack away and transport equipment safely? \***

e.g. manual handling training, teamwork, equipment instructions  
Any equipment (e.g. percussion, large instruments) should only be handled by people who are confident and experienced at handling the equipment. If necessary, our members would participate in manual handling training.

**How will you ensure all equipment, kit and attire is suitable for the activity? \***

e.g. equipment instructions and recommendations, advice and technique, assessment of equipment  
We would consult the manager of each of our ensembles to ensure that the equipment used in concerts is appropriate and ensure that they are aware of any setup required or risk involved.

**What about if equipment fails or is damaged? \***

e.g. removal of equipment from use, fixing of equipment procedure  
If equipment fails or is damaged we would contact the School of Music or the hire company if at an external event. We would then follow any recommendations from them for fixing the equipment. We would endeavour to safely remove the equipment if it poses a threat to our members.

## **How will you move heavy equipment and safely use equipment with moving parts?**

e.g. manual handling training, teamwork, experience

**We would ensure that any heavy equipment is handled safely by someone with confidence and experience, guiding them towards training when appropriate.**

## **Are there any other equipment hazards to be aware of?**

e.g. electrical hazards, noise from equipment, risk of trapping body / clothing in equipment, hazardous substances

**We offer hearing protection (earplugs) to all our members for free, should they be exposed to loud noises/music.**

**The Environment** - We also need to make sure we are minimising our damage to the environment, to make sure our legacy as a Union is as sustainable as possible.

## **How will you undertake journeys to ensure they are as sustainable as possible? \***

e.g. reducing the use of a car as much as possible, using public transport where possible, hiring a coach, walking / cycling as much as possible

**We encourage our members to walk to events where possible/safe - or to carpool if possible. We try to use coach as our means of transport over long distances - such as our annual orchestra tour to a European city. Whilst there, we encourage walking and cycling when appropriate.**

## **How will you limit rubbish, waste and litter from your activity? \***

e.g. think about reducing waste, disposing correctly and where this will be stored

Due to its nature, our society events tend to not produce much waste, however we encourage our members to use the recycling facilities available in the School of Music, as this is our main area of activities. We ensure that any area we use is clear of rubbish after use.

## **How will you limit damage to the environment? \***

e.g. think about damage to the venue or site, how to reduce impact on plants and animals, might there be contamination from spillages, noise and light pollution, erosion of land from high activity areas such as paths and tents

Our activities do not cause damage to the environment, plants or animals however we ensure that any waste produced is disposed of correctly to minimise any environmental impact.

**Are you planning on staying away or needing accommodation for any activity?**

If so, there are a few things you need to consider.

**What is your emergency procedure (e.g. evacuation and illnesses) and how are you going to communicate these?**



e.g. clear communication of procedure, effective planning and delivery of activity, emergency contact details awareness

We will follow the emergency evacuation procedure in place of any accommodation we stay at - e.g. hotels, hostels. These will be communicated on signs in the rooms, but we will also remind members of these via Facebook, the itinerary, and in person if necessary. Emergency contacts will also be distributed via this method.

How will you ensure members move safely at night and control for night time tendencies (e.g. sleep walking)?

e.g. awareness of member sensitivities, clear communication of procedure

We will remind members to ensure that their rooms are locked before going to sleep in the evening (at a dinner event and/or via Facebook post). We would discourage night time activities and recommend our members to be aware of their surroundings at all times.

How will you control for illicit substance use and/or other incidents (such as trespassers)?

e.g. clear communication of code of conduct, removal of members from activity, emergency contact details awareness

We will remind our members of the risks and punishments involved with illegal substance use during a talk before the outing - following the procedure of LUU's policy on such substances. We will not hesitate to remove/discipline members should they be caught with illegal substances. They will be subject to disciplinary measures in line with our constitution. Any incidents should be reported to relevant managers and emergency contacts as listed in the event itinerary.