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| Work/Activity: | | | |
| On the 19th, 23rd and 25th of May, myself and several volunteers will be running a stall selling smoothies to students, to conduct research for the Enactus Social Enterprise, ReJuice. The stall will be situated in Concourse slot 2.  We will set up the stall from 10.30-11 and then sell smoothies from 11.15am - 2.30pm. We will then spend a further 30 minutes clearing up, leaving the area at 3pm. | | | |
| Group: | Assessor(s): | | Contact: |
| Guidance/standards/Reference documents | Competence requirements | | |
| * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] | |
| Project leader and stall coordinator: Marcus Earée (**ME**)  Sub-team leader and stall coordinator:  Giovanna Haddad (**GH**) | **ME -** Experience running events including RAG’s Jailbreak and Lost99, in addition to various stalls including one at the Christmas market and a stall of this exact nature last year on the Concourse.  **GE –** Experience working in a professional kitchen at the London Hotel Claridges. | |
| Risk assessments linked |
| The student’s union (building 42), will have its own risk assessment to include fire evacuation procedures. |

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| Task | Hazards | Who might be harmed and how? | Current control measures: | Current risk /9 | Additional control measures: | Action by whom? | Residual risk  /9 | check SA/DM |
| Transporting materials and produce to the stall from storage location. | Tripping, collisions with objects of people. | A stall volunteer may receive injury from falling or colliding with an object. Additionally, a member of the public may be harmed if they collide with, trip over, or trip and fall onto that individual. Injury may include: grazes, cuts, bruises, twisted ankle. | Volunteers will be briefed at a prior meeting and persistently reminded to carry objects which they are easily able to handle and are able to do so while retaining their view of surroundings. Keep our work area tidy, personal belongings away, and constantly check for trip hazards. |  | Reiterate risks to volunteers, encouraging them to keep the work environment tidy. Assure access to a first aid kit. Additionally, tape may be used to secure loose leads. A volunteer carrying an item may need someone to help carry it, or walk with them to observe for trip and collision hazards. | **ME, GE** |  |  |
| Setting up of the stall | Crush zones in table legs, packaged knives, blender blade | A stall volunteer who is involved in the setting up of the stall. An individual may trap a finger when putting up a table, or may cut themselves when unpacking knives or blenders. | Volunteers will be briefed at a prior meeting and notified of the risks. They will therefore be should how to erect the tables and how to correctly handle any object which might pose a risk to them. |  | Any items which could cause harm will be packaged in such a way as to reduce the risk of injury when they are unpacked. | **ME, GE** |  |  |
| Preparation of fruit for smoothies. | Knives and |  |  |  |  |  |  |  |
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| General attendance | Tripping and collisions | Extension leads and tables could put volunteers and customers at risk of tripping. Corners of tables, walls, and the floor could all cause head injury on impact. | Volunteers will be briefed at a prior meeting and persistently reminded to keep the area tidy, personal belongings away, and constantly check for trip hazards. | 4 | Reiterate risks to volunteers, encouraging them to keep the work environment tidy. Assure access to a first aid kit. Additionally, tape may be used to secure leads. | **ME** | 2 |  |
| Blending | Injury | Volunteer hands might be cut if the blender is misused. | Volunteers have all been taught how to use the blender correctly to avoid the risk of injury. | 6 | Only **ME** will be using the blender. I have experience using the blender and am fully aware how to avoid injury. | **ME** | 3 |  |
| Blending | Electrocution | Volunteers may be electrocuted if smoothies spill on electrical appliances and sockets needed to run the blender. | Volunteers will be briefed at a prior meeting and persistently reminded to keep the area clean. Additionally, the blender has been checked to assure there are no exposed wires. | 4 | Ensure smoothie making and preparation is carried out away from electrical sockets. Additionally, there will be j-cloths and towels available to wipe up any spillages. | **ME** | 3 |  |
| Selling smoothies | Confrontation with customers | If e.g. a smoothie is accidentally spilt on a customer, conflict could ensue. | Smoothies will be prepares away from potential contact with customers. | 2 | Smoothie cups have been purchased with tight fitting, domed lids and straws. This will ensure smoothies will not leak onto customers. | ME | 1 |  |
| Consuming smoothie | Food poisoning | If the smoothies have been improperly prepared, individuals consuming the smoothies may become ill. | The fruit for the smoothies will be prepared in a clean environment, with gloves, by **ME**. The fruit will then be sealed in new food bags and kept in a cool box for the duration of the stall. | 2 | Ensure fruit is placed directly from storage bag into blender to avoid contamination. Wear gloves whilst blending the fruit. | ME | 1 |  |
| Making smoothies | Contaminants (e.g. hair) getting into the smoothies | People who buy the smoothies, volunteers tasting the smoothies | Have volunteer put hair back, wash hands and wear glove when preparing smoothie for blending | 3 | Keep food in containers and place them straight into the blender to avoid contamination. Wear gloves whilst preparing the food. | **ME** | 1 |  |
| Running stall | Fire | Electrical fire could  be caused by  power socket  overload, or  irresponsible use of water near  electrical equipment by volunteers. | Keep all water and general liquids  away from sockets. Student Union building will have its own fire action plan. | 6 | Shift supervisors will ensure that extension leads are used  correctly, therefore not  overloaded. Make sure the blender is not  located near open plug socket. Make sure all volunteers know where the fire exits and fire extinguishers are located. | **ME** | 3 |  |
| Running stall | Slipping/ falling | Volunteers running the stall if liquids are split. | Ensure area is kept clean and any spillages are mopped up | 2 | Reiterate risks to volunteers, encouraging them to keep the work environment tidy. Ensure access to a first aid kit and bring cloths for cleaning | **ME** | 1 |  |

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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| Union Southampton H&S manager (where applicable): | Date: |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |