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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Bunfight and other Freshers’ period promotional events; committee and writer’s meetings** | **Date** | **5th Sept 2018** |
| **Club or Society** | **Wessex Scene** | **Assessor** | **Ivan Morris Poxton - Editor** |
| **President or Students’ Union staff member** |  | **Signed off** |  |

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Slips or trips | Individuals may be injured if they trip over objects or slip on spillages. Injuries could range from cuts/bruises to concussion. | Committee members/attendees who slip or trip. | **Moderate (3)** | **Unlikely (2)** | **5** | **Making individuals aware of hazards which are present.****Keep walkways clean and clear.****Ensure hazards are clearly visible.** | **Rare (1)** | **Minor (2)** | **3** | Ensure people clean up after themselves and do not leave objects in unsuitable, hazardous places. |
| Manual handling of society paperwork & other | Papercuts, back strain with heavier lifting and carrying | Committee members. | **Rare (1)** | **Trivial-insignificant (1)** | **2** | **Ensure heavier loads are split up and between people.****Ensure loads are placed in easy to reach and visible locations.** | **Rare (1)** | **Trivial-insignificant (1)** | **2** | Train/Remind participating individuals of manual handling ‘How To’s’. |
| Door slamming | Trapped fingers and feet. | Committee members for committee meetings; attendees to writers/illustrator meetings | **Rare (1)** | **Minor (2)** | **3** | **Ensure the door is held open either manually or by chair/other steadfast object during start and end of meetings.** | **Rare (1)**  | **Minor (2)** | **3** |  |
| In case of Fire in Marquee | Burns, respiratory problems, potential loss of life | Members/attendees | **Rare (1)** | **Severe (5)** | **6** | **Ensure no smoking or other actions which could risk starting a fire.****Locate at beginning of day nearest emergency exits.** | **Rare (1)** | **Severe (5)** | **6** | Ensure emergency exit routes are clear, visible and known to all. |

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| ***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 (Slips/trips) | Keeping walkways clean and clear; ensuring hazardous items are visible. | Present Committee members | 24th, 26th,28th, 29th September, 2nd October | 7th October |  |
| 2 (Manual handling)  | Ensure loads are split up between people and placed in easily accessible, visible places. | Present Committee members | N/A / Ongoing | N/A / Continuous |  |
| 3 (Door slamming) | Ensure door is held open for writers’/committee meetings, either by person, or immovable object. | Editor/Deputy Editor/leading Committee member | N/A / Ongoing | N/A / Continuous |  |
| 4 (In case of Fire) | Familiarise oneself with nearest emergency exits and appropriate assembly points in case of necessary evacuation. | All committee members. | 24th, 26th,28th, 29th September, 2nd October | 7th October |  |
| Responsible committee member signature:  | Responsible committee member signature: |
| Print name: Ivan Morris Poxton | Date: 5th September 2018 | Print name: | Date |

**Assessment Guidance**

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| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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** |

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| 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.  |

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.

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| 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 |