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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Bake sale and cake competition** | | **Date** | **31/10/18** |
| **Club or Society** | **Signsoc** | **Assessor** | **Ellen Bodger** | |
| **President or Students’ Union staff member** | ***Michaela Milne*** | **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** |
| Food not prepared properly | Customers may become ill | Customers | **2** | **3** | **6** | Matthew D’Souza, who is the holder of a level 2 Food safety and Hygiene certificate will be present at the sale.  Good food preparation guidelines will be followed including: washing hands, using ingredients from a reputable supplier, jewellery removed and long hair tied back, clean appliances and surfaces, protect food from cross contamination, cakes containing cream will be stored in a fridge, food stored in sealable clean containers | **1** | **3** | **3** |  |
| Overcrowding | Slips, trips and falls which may lead to cuts and bruises | Customers and society representatives | **1** | **2** | **2** | All customers will be asked to form an orderly queue | **1** | **2** | **2** |  |
| Content of the cakes | Allergic reaction | Customers | **2** | **3** | **6** | Anyone who wishes to purchase a cake will be notified of the ingredients used, and will be asked if they have any allergies.  Signs will be put up saying they can’t guarantee the food will not contain nuts. | **1** | **3** | **3** |  |
| Food storage and handling | The cakes may not be handled hygienically at the competition and bake sale leading to people becoming ill | Customers | **2** | **3** | **6** | People who are preparing and selling the cakes will not be suffering from any illnesses.  The cakes will be kept in clean, fully sealed containers.  Cakes containing cream will be out of the fridge for as short a time as possible. | **1** | **3** | **3** |  |
| Money | Money may be covered in bacteria which may lead to illness | Customers or society representatives | **1** | **3** | **3** | People who will be handling the money will not be touching the cakes.  Society representatives will regularly wash their hands. | **1** | **3** | **3** |  |
| Theft of money | Loss of donations for charity | Society representatives running the competition and bake sale | **1** | **1** | **1** | Donations will be collected on the same day in a sealed container and brought to the activities office to bank. | **1** | **1** | **1** |  |
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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** | |
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| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: ELLEN BODGER | | | Date: 2/10/18 | Print name: MICHAELA MILNE | | Date 2/10/18 |

**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 |