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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Mindsoc Candy Cane stall at Christmas Fayre** | | **Date** | **7/12/2018** |
| **Unit/Faculty/Directorate** | **Mindsoc** | **Assessor** | **Ellen Bodger** | |
| **Line Manager/Supervisor** |  | **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, trips and falls | Risk of minor injuries including grazes, cuts and bruises.  Risk of major injury including fractures. | Attendees, Mindsoc representatives, staff | **1** | **4** | **4** | Keep area around the stall tidy.  No objects to be kept on the floor in front of the stand, which attendees could trip over. | **1** | **3** | **3** |  |
| Overcrowding | Risk of someone panicking because of crowds/tight spaces | Attendees, Mindsoc representatives, staff | **2** | **2** | **4** | A maximum of 3 Mindsoc representatives at the stall at once.  Mindsoc representatives should not block walkways when engaging with attendees.  Attendees will be asked to form an orderly queue. | **1** | **2** | **2** |  |
| Manual handling | Risk of musculoskeletal injuries, cuts, bruises and crushing | Mindsoc representatives and staff | **1** | **4** | **4** | Mind society representatives should know how to lift objects correctly.  2 Mind society representatives should move any tables and representatives should work together to move large/heavy objects. | **1** | **2** | **2** |  |
| Collecting money | Theft | Mindsoc representatives | **1** | **1** | **1** | Donations will be collected on the day in a sealed collection bucket and brought to the activities office to bank in Union Building 42, Level 2 – Sabbatical Office | **1** | **1** | **1** |  |
| Selling the candy canes – content of candy canes | Attendees may have an allergic reaction to the candy canes due to the ingredients they contain | Attendees | **1** | **3** | **3** | There will be an ingredient list at the stall. | **1** | **3** | **3** |  |
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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 manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: ELLEN BODGER | | | | Date: 3/12/2018 | Print name: KIANA MOSTIGIHAMI | | Date: 3/12/2018 |

**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 |