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| Work/Activity: Bake Sale |
| We are having a stall on Red Brick sellin baked goods such as cakes and cookies to raise money for Motor Neurone Disease Association on 7th November 2018. There will be a minimum of 2 people on the stall at each time. There may be some time that more people will be manning the stall, at a maximum of 4. This will be between 9-4pm, so for 7 hours. We plan to sell cakes and cookies only on the stall. The cakes will be previously sliced and so there will be no knifes or other cutlery on the stall during our sale. We will have a box to put the money in, with a spare box to keep change in if necessary. We also plan to have leaflets and banners advertising the charity to hand out to students. |
| Group: | Assessor(s): [ risk assessor] | Contact: [e-mail] |
| Guidance/standards/Reference documents  | Competence requirements |
| [Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.][e.g]* 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] |
| Siobhan and Emily will be bringing the food to the stall and setting up, as well as selling the cakes, handling money, and shutting the stall down. Other volunteers from the society will be present to help out.Fire risk assessment in the SUSU building. | Emily has worked as a waitress/ food prep assistant in a restaurant so is used to dealing with food and customers on a regular basis. Emily also holds an A\* at GCSE Catering. Both Siobhan and Emily hold a health and safety certificate Level 2.  |
| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.]  |

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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 |
|  Setting up/closing down the stall |  Dropping the table or chairs.  |  May fall on anyone who is standing near the equipment |  We will take extra care setting up the table and chairs. We will ensure 2 people will set up the table as it is a large object.  |  4/9 |  Double check the table is secure once up and correctly folded when closing down. | Siobhan and Emily |  1/9 |   |
|  Selling food |  Allergies to ingredients |  Those who have allergies to certain components of the food may have adverse effects upon consumption |  We will clearly signpost ingredients for those who have allergies |  3/9 |  Avoid use of problematic ingredients e.g. coconut |  Siobhan and Emily |  1/9 |   |
|  Closing down the stall |  Spilling food on the ground |  Those who walk on spillage may slip over |  All food to be kept in boxes/containers to avoid getting dislodged |  2/9 |   |  Siobhan and Emily | 1/9 |   |
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| Reviewed By: | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU 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. |