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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Medsoc Bunfight** | | **Date** | **27/09/18** |
| **Club or Society** | **Medsoc** | **Assessor** |  | |
| **President or Students’ Union staff member** | ***Kunal Namjoshi*** | **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 | Minor injuries | Students  SUSU workers | **4** | **1** | **4** | All cables routed away from walkways. Loose cables to be appropriately secured to prevent trip hazards. |  |  |  |  |
| Overcrowding | Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. | Students  SUSU workers | **4** | **1** | **4** | Representatives will not block walkways when engaging with attendees |  |  |  |  |
| Display or equipment falling over | Depending on the equipment, it can involve --heavy items  -glass | Students  SUSU workers | **2** | **3** | **6** | All displays and equipment are to be properly stacked and secured, preventing risk of collapse and resultant injury to persons nearby. Tables must be strong enough to carry weight of displayed equipment. Excessively heavy items are to be placed on floor. |  |  |  |  |
| Manual handling | Staff and residents receiving back, neck and limb injuries from lifting heavy loads, eg refuse items for disposal, deliveries of cleaning materials etc. | Students  SUSU workers | **1** | **3** | **3** | Members must ensure that they follow proper lifting procedure, reminding others when necessary. Ensure that the appropriate number of people are used to any heavy items |  |  |  |  |
| Stress | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | Students  SUSU workers | **5** | **1** | **5** | Making everyone aware of the bullying policy.  Ensuring club and society reps have lunch breaks. |  |  |  |  |
| Fire | If trapped, staff and students could suffer from smoke inhalation/burns. | Students  SUSU workers | **1** | **5** | **5** | Ensuring all emergency exits are clear  Making everyone aware of the exits and fire procedure |  |  |  |  |

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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** | |
|  | 4 people to lift a table to prevent injuries | Society members | 27/09 | | 28/09 |  | |
|  | Taking count of people who enter to prevent overcrowding | Medsoc Committee | 27/09 | | 28/09 |  | |
|  | All cables to be behind the table to prevent slips | Society members | 27/09 | | 28/09 |  | |
|  | Introductory talk showing everyone the fire exits | Sports and Club rep | 27/09 | | 28/09 |  | |
|  | All medsoc committee to wear their jumpers to be easily identified | Medsoc Commitee | 27/09 | | 28/09 |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: | | | | Date: | 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 |