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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Library Stall fundraiser for Disasters Emergency Committee** | | **Date** | **15/03 – 17/03** |
| **Unit/Faculty/Directorate** | **Amnesty International Society** | **Assessor** | **Lauren Grove** | |
| **Line Manager/Supervisor** | **Ben Colvin (President)** | **Signed off** | ***BEN COLVIN*** | |

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| **Hazard** | **Potential Consequences** |  |  | | |  |  | | | **Further controls (use the risk hierarchy)** |
|  |  |  |  |  |  | **Score** |
| Improperly prepared food | Food poisoning | Persons consuming the food | 3 | 2 | 6 | Appropriate food hygiene qualifications for those preparing the food. Only buy and order food at establishments with appropriate food hygiene and allergy ratings.  Make stall operators aware of the potential risks  Good food preparation guidelines will be followed including: washing hands, long hair tied back, jewellery removed, clean surface & utensils. Protect food from cross contamination, food stored in sealable clean containers.  No home baking that requires refrigeration e.g. fresh cream cakes.  People who are preparing and selling the cakes will not be suffering from any illnesses.    Food handler should use tongs and wear gloves where appropriate. | 1 | 2 | 2 | Make sure none of the stall operators are ill  All stall holders and bakers will follow food safety and hygiene procedures: Copy of certificate must be provided to the Activities Coordinator |
| Table and chairs | Bruising or broken bones from tripping over table and chairs. | Stall operators | 2 | 3 | 6 | Make stall operators aware of the potential risks  Ensure that 2 people carry tables.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items. | 1 | 3 | 3 | Seek assistance if in need of extra help from estates and facilities. |
| Slips, trips and falls | Physical injury | Customers and volunteers | **1** | **4** | **4** | 1. All boxes and equipment to be stored under tables. 2. Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers. 3. Extra vigilance will be paid to make sure that any spilled food products are cleaned up quickly and efficiently in both areas. | **1** | **4** | **4** | Seek medical attention.  Fill out [SUSU Incident Report](https://forms.office.com/Pages/ResponsePage.aspx?id=-XhTSvQpPk2-iWadA62p2PcC9RGrdYtPljq8B5dtgmtUQ1I5TldQOVhFQkNZWElPTTc1N0dZOEE1My4u) in ALL cases of injury. |
| Food | Choking on the food | Persons consuming the food | 1 | 5 | 5 | Make stall operators aware of the potential risks | 1 | 3 | 3 | Seek assistance from SUSU Reception  Call 999 as required |
| Food Poisoning | Spreading of viruses or infections, people getting sick after consuming cakes | Persons consuming the food | 2 | 2 | 4 | Make sure none of the stall operators are ill  Individual with level 2 food hygiene certificate overseeing all transportation and storing of food and advising on good practice  Do not handle money, ask customer to take what they want | 1 | 2 | 2 | Have napkins for customers to take their bakes. |
| Food | Allergic reactions to food | Persons consuming the food | 2 | 5 | 10 | Provide a card for each food item with details of all the ingredients  A list of ingredients of the food items to be kept at the stall.  If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:  ‘Products may contain nuts or nut extract…’ | 1 | 5 | 5 | Avoid Cross-contamination and educate on the signs of anaphalaxis. Call 999 in emergency and fill out Incident Form. |
| Hot Equipment | People could get injured from the heat of the tea urn. | Everyone | 2 | 5 | 10 | Only the stall holder to use the urn to serve tea, and customers to be kept a minimum of 4ft from it.  Protective clothing ie gloves | 1 | 5 | 5 | Call 999 in an emergency |
| Overcrowding | Physical injury | Volunteers/passers-by/customers | 1 | 3 | 3 | 1. Ensure enough volunteers to customers ratio (not too many volunteers)   Do not push/shove | 1 | 3 | 3 | 1. Request the forming of an orderly queue if necessary 2. Seek medical attention if problem arises 3. If dangerous crowds form we will end the event early |
| Card machine being forcefully stolen | Lose our fundraising money. Get injured protecting the money | Stall holder | 2 | 4 | 8 | If threatened give machine up, prioritise own safety.  Ensure card machine is not never left unattended. | 2 | 3 | 6 | Alert campus security – call 3311.  Bring the card machine back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |

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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 | Create ingredients list and labelling for every item, large allergen info matrix. | Committee | | 15/03/2023 | 15/03/2023 |  | |
| 2 | Return contactless payment machine to SUSU Activities office | Committee | | 17/03/2023 | 23/02/2023 |  | |
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| Responsible manager’s signature: **Lauren Grove** | | | | | Responsible manager’s signature: Ben Colvin | | |
| Print name: Lauren Grove | | | Date: 21/03/2023 | | Print name: Ben Colvin | | Date:21/03/2023 |

**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 |