### Risk Assessment

**Risk Assessment for the activity of Club/ Society Participation at the SUSU Bunfight (Clubs and Societies Fayre) on Wednesday 29th / Thursday 30th September 2021.**

<table>
<thead>
<tr>
<th>Date</th>
<th>28/08/2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit/Faculty/Directorate</td>
<td>Pottery Society</td>
</tr>
<tr>
<td>Assessor</td>
<td>Kezia Robinson</td>
</tr>
<tr>
<td>Line Manager/Supervisor</td>
<td>Signed off</td>
</tr>
<tr>
<td></td>
<td>Kezia Robinson</td>
</tr>
</tbody>
</table>

### PART A

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Potential Consequences</th>
<th>Who might be harmed</th>
<th>Inherent</th>
<th>Likelihood</th>
<th>Impact</th>
<th>Score</th>
<th>Control measures (use the risk hierarchy)</th>
<th>Residual</th>
<th>Likelihood</th>
<th>Impact</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Items blocking pathways/walkways</td>
<td>- Slips, trips and falls&lt;br&gt;- Potential of minor injuries such as cuts or broken bones.</td>
<td>Attendees, students and staff</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td></td>
<td>Keep items off the floor and ensure surroundings of stall are kept clear.</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Spilling of liquids</td>
<td>- Slips, trips and galls&lt;br&gt;- Potential of minor injuries such as cuts or broken bones.</td>
<td>Attendees, students and staff</td>
<td>2</td>
<td>2</td>
<td>4</td>
<td></td>
<td>Clean up any spillages immediately.</td>
<td>1</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

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*University of Southampton Health & Safety Risk Assessment*

*Version: 2.3/2017*
## PART A

### (1) Risk identification

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<tr>
<th>Hazard</th>
<th>Potential Consequences</th>
<th>Who might be harmed</th>
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<th>Impact</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overcrowding, too many Pottery Society members behind the stall or attendees overcrowding in walkways</td>
<td>- Panicking due to small spaces</td>
<td>Attendees, students and staff</td>
<td>2 2 4</td>
<td></td>
<td></td>
<td></td>
<td>- Limit the number of society members behind the stall at any one time to 3.  - No walkway restrictions  - When talking to attendees do not block walkways or stall front.</td>
<td>1 2 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual handling</td>
<td>- Muscular or skeletal injuries  - Bruising/ cuts/ splinters</td>
<td>Students and staff</td>
<td>2 2 4</td>
<td></td>
<td></td>
<td></td>
<td>- Follow correct lifting and carrying procedures  - If object is too heavy, work in a team to carry it.</td>
<td>1 2 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PART A</strong></td>
<td><strong>(1) Risk identification</strong></td>
<td><strong>(2) Risk assessment</strong></td>
<td><strong>(3) Risk management</strong></td>
<td></td>
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<td><strong>Potential Consequences</strong></td>
<td><strong>Who might be harmed</strong></td>
<td><strong>Inherent</strong></td>
<td><strong>Control measures (use the risk hierarchy)</strong></td>
<td><strong>Residual</strong></td>
<td><strong>Further controls (use the risk hierarchy)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Pottery examples | - Can fall and get smashed  
- The potential of minor cuts | Attendees, students and staff | **1** | **1** | **1** | **1** | **1** |
| Stall board | - Fall over  
- Risk of minor injuries | Attendees, students and staff | **1** | **2** | **2** | **1** | **2** |
| Covid-19 Infection risk | - The spread of the Covid-19 virus | Attendees, students and staff | **3** | **3** | **9** | **1** | **3** |

Control measures (use the risk hierarchy):
- Keep an eye on all pottery pieces on the stall
- Ensure they are not on the edge of the stall
- If broken clean up quickly and efficiently
- Watch the board at all times and ensure it is set up correctly and securely.
- Limit the number of committee members present at the stall.

Further controls (use the risk hierarchy):
- Provide PPE such as hand sanitiser and encourage committee members to wear masks. Eliminate food from the stall due to infection risk.
## Risk Assessment Action Plan

<table>
<thead>
<tr>
<th>Part no.</th>
<th>Action to be taken, incl. Cost</th>
<th>By whom</th>
<th>Target date</th>
<th>Review date</th>
<th>Outcome at review date</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Safety with manual handling and overcrowding explained to all committee</td>
<td>Kezia Robinson – Safety Secretary</td>
<td>20/9/21</td>
<td>25/9/21</td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>PPE use explained to committee members.</td>
<td>Kezia Robinson – Safety secretary</td>
<td>20/9/21</td>
<td>25/9/21</td>
<td></td>
</tr>
</tbody>
</table>

Responsible manager’s signature:
Kezia Robinson
Print name: Kezia Robinson
Date: 29/08/2021

Responsible manager’s signature:
Print name: Date
Assessment Guidance

1. Eliminate
   Remove the hazard wherever possible which negates the need for further controls
   If this is not possible then explain why

2. Substitute
   Replace the hazard with one less hazardous
   If not possible then explain why

3. Physical controls
   Examples: enclosure, fume cupboard, glove box
   Likely to still require admin controls as well

4. Admin controls
   Examples: training, supervision, signage

5. Personal protection
   Examples: respirators, safety specs, gloves
   Last resort as it only protects the individual

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.

Impact

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.

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