

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Club/ Society Participation at the SUSU Bunfight ( Clubs and Societies Fayre) on Wednesday 29<sup>th</sup> / Thursday 30<sup>th</sup> September 2021.</b>	<b>Date</b>	<b>28/08/2021</b>
<b>Unit/Faculty/Directorate</b>	<b>Pottery Society</b>	<b>Assessor</b>	<b>Kezia Robinson</b>
<b>Line Manager/Supervisor</b>		<b>Signed off</b>	<b>Kezia Robinson</b>

### PART A

(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Items blocking pathways/walkways	<ul style="list-style-type: none"> <li>- Slips, trips and falls</li> <li>- Potential of minor injuries such as cuts or broken bones.</li> </ul>	Attendees, students and staff	2	2	4	<b>Keep items off the floor and ensure surroundings of stall are kept clear.</b>	1	2	2	
Spilling of liquids	<ul style="list-style-type: none"> <li>- Slips, trips and galls</li> <li>- Potential of minor injuries such as cuts or broken bones</li> </ul>	Attendees, students and staff.	2	2	4	<b>Clean up any spillages immediately.</b>	1	2	2	

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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Overcrowding, too many Pottery Society members behind the stall or attendees overcrowding in walkways	- Panicking due to small spaces	Attendees, students and staff	2	2	4	<ul style="list-style-type: none"> <li>- <b>Limit the number of society members behind the stall at any one time to 3.</b></li> <li>- <b>No walkway restrictions</b></li> <li>- <b>When talking to attendees do not block walkways or stall front.</b></li> </ul>	1	2	2	
Manual handling	<ul style="list-style-type: none"> <li>- Muscular or skeletal injuries</li> <li>- Bruising/ cuts/ splinters</li> </ul>	Students and staff	2	2	4	<ul style="list-style-type: none"> <li>- <b>Follow correct lifting and carrying procedures</b></li> <li>- <b>If object is too heavy, work in a team to carry it.</b></li> </ul>	1	2	2	

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		
Pottery examples	<ul style="list-style-type: none"> <li>- Can fall and get smashed</li> <li>- The potential of minor cuts</li> </ul>	Attendees, students and staff	1	1	1	<ul style="list-style-type: none"> <li>- <b>Keep an eye on all pottery pieces on the stall</b></li> <li>- <b>Ensure they are not on the edge of the stall</b></li> <li>- <b>If broken clean up quickly and efficiently</b></li> </ul>	1	1	1		
Stall board	<ul style="list-style-type: none"> <li>- Fall over</li> <li>- Risk of minor injuries</li> </ul>	Attendees, students and staff	1	2	2	<b>Watch the board at all times and ensure it is set up correctly and securely.</b>	1	2	2		
Covid-19 Infection risk	<ul style="list-style-type: none"> <li>- The spread of the Covid-19 virus</li> </ul>	Attendees, students and staff	3	3	9	<b>Limit the number of committee members present at the stall.</b>	1	3	3	Provide PPE such as hand sanitiser and encourage committee members to wear masks. Eliminate food from the stall due to infection risk.	

**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
A	Safety with manual handling and overcrowding explained to all committee	Kezia Robinson - Safety Secretary	20/9/21	25/9/21	
A	PPE use explained to committee members.	Kezia Robinson - Safety secretary	20/9/21	25/9/21	
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	

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				

### 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		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.

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

