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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Student Christian Movement (SCM) Southampton** | | **Date** | **19.07.2019** |
| **Unit/Faculty/Directorate** | **SUSU Bunfight 2019 – Student Life Society** | **Assessor** | **Alice Cunningham (SCM Secretary)** | |
| **Line Manager/Supervisor** |  | **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** |
| Manual handling whilst setting up stall table | Injury from moving tables, back pain, knee pain, muscle strains and sprains. Injury from sharp parts on table, splinter from wooden table | User, those nearby also setting up stalls | **3** | **3** | **9** | Always lift and manoeuvre table with a partner. Check surrounding space before moving objects. Bend knees and lift from the legs when lifting heavy table. Look at table before touching to observe hazardous parts to avoid. If in doubt, do not lift and ask for help. | **2** | 2 | **4** |  |
| Manual handling of chairs | Injury from moving chairs, back pain, knee pain, muscle strains and sprains. Injury from sharp parts on chair | User, those nearby | **2** | **3** | **6** | Always lift and manoeuvre chairs with a partner. Check surrounding space before moving objects. Bend knees and lift from the legs when lifting heavy chairs. Look at chair before touching to observe hazardous parts to avoid. If in doubt, do not lift and ask for help. Do not attempt to lift more than 2 chairs at once. | **1** | **2** | **2** |  |
| Standing for long periods of time | Dehydration and exhaustion, fainting, aching feet. | User | **2** | **2** | **4** | Drink fluids throughout the day. Rotate stall in shifts. Keep snacks on hand and sit down where possible. | **1** | **2** | **2** |  |
| Paper flyers, cutting paper for origami | Papercuts, cut from scissors | User | **1** | **1** | **1** | Try not to touch edges of paper quickly to avoid papercuts, never point scissors near eyes or run with scissors, use safety scissors, set out of reach from others in centre of table (do not leave on edges where scissors can fall) | **1** | **1** | **1** |  |
| Electrical fire from laptop | Fire, flames, burns to open skin | User, those nearby, those in the vicinity, members of the public | **1** | **5** | **5** | Never leave a laptop unattended when on. Do not charge laptop at site. If fire is spotted, sound alarm and evacuate immediately to fire assembly point, do not attempt to tackle flames and wait for help. Always use a laptop that has been tested for electrical safety | **1** | **4** | **4** |  |
| Tripping on boxes/bags/trailing leads | Minor injuries to bones, muscles. Broken bones, sprains, strains, cuts, bruising, minor bleeding | User, those nearby, those in the vicinity, members of the public | **2** | **3** | **6** | Never leave objects such as boxes and bags across walkways or paths. Keep all objects under table to prevent trip hazard. Do not use trailing cables, pick up litter from floor and dispose of in appropriate recycling/general waste bin. | **2** | **2** | **4** |  |
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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** | |
| A | No action to be taken | N/A | N/A | N/A |  | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Alice Cunningham (SCM Secretary) | | | Date: 19.07.19 | 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 |