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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Clubs and Society’s Fair** | | **Date** | **23/08/2021** |
| **Unit/Faculty/Directorate** | **Tap Dance Society** |  |  | |
| **Line Manager/Supervisor** | **Anna Morgan** | **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** |
| Obstructions: Slips, trips and falls | Physical injury:  Minor: grazes, cuts, bruises  Major: fractures | Committee members on the stand or other students attending | **2** | **4** | **8** | * All boxes and equipment used to set up the stand will be put safely under the table. * Any cables to be tied down or covered. * Space allocated for stall holders to allow movement | **1** | **4** | **4** | * Contact SUSU first aider on duty. * Contact emergency services if needed. * Contact facilities team to clear up the hazard. * SUSU incident report |
| Setting up of equipment. (Table and chairs) | Bruising or broken bones from tripping over table and chairs. | Committee members on the stand | **2** | **3** | **6** | * Make sure committee members on setup are aware of the potential risks. * Follow manual handling guidelines. * Ensure two people are carrying the table(s). * Make sure anyone with pre-existing conditions is not doing any unnecessary lifting and that they are not comfortable. | **1** | **3** | **3** | * Seek medical attention from SUSU * Contact emergency services if needed. * Report incident via SUSU incident report policy. |
| Overcrowding at stall | Reduced spaces in walkways and entrances  Risk of students panicking because of tight spaces/confinement and possible contraction of coronavirus.  Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Committee members, visitors. | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time. * Request that orderly queues are formed. * Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear. * Ensure that all committee members/volunteers do not block walkways when engaging with attendees. * Follow instructions given by organisers about entry and exit points. * Do not move the tables if they have already been moved. * Ensure banner is secured and on a flat surface. * Ensure banners or objects are not obscuring walkways or exits- ideally place behind or to the side of the stall where space allows- ensuring distance between stalls and stall holders. | **1** | **3** | **3** | * Seek medical assistance from on duty SUSU first aider. * Seek support from facilities staff. |
| Standing for long periods of time. | Dehydration and exhaustion, fainting, aching feet. Possible back pain as well | Committee members | **2** | **2** | **4** | * Drink fluids throughout the day. * Rotate stall in shifts. * Keep snacks on hand and sit down where possible. * Ensure periods of rest and walk around the area | **1** | **2** | **2** |  |
| Covid-19 | -Becoming ill with Covid-19 | Committee members and attendees | **1** | **5** | **5** | * Handwashing before and after bunfight, after every trip to the bathroom, after eating and drinking. * Providing hand sanitiser on the stall. * Frequently disinfecting the ipad, pens etc… after each use. * Social distancing- keep to the allocated space given. * If a member becomes unwell with a new continuous cough and/or a high temperature, they will be sent home and told to follow the current government guidelines. * Face masks | **3** | **5** | **15** | * If a member has developed Covid-19 and they were attending bunfight, a committee meeting will contact the SUSU Activities Team and will encourage the person to contact Track and Trace, identify contact with them and will take advice on any actions or precautions that should be taken. |
| Use of laptop for signups | Prolonged screen time causing eye strain and possible back ache | Committee members | **2** | **2** | **4** | * Ensure breaks from screen * Good posture when using laptop * Only owner or members of committee to use the laptop to reduce number of people touching one point | **1** | **2** | **2** |  |
| Manhandling equipment | Risk of injury such as a pulled muscle or fracture, bruises etc | Staff and students | **3** | **3** | **9** | * 2 people to carry tables * Work in teams for larger items * Liaise with Union staff when transporting larger items in venue * Use lift facilities when required to avoid staircases with heavy items | **3** | **2** | **6** | Union facilities team to support movement of larger items through the use of trolleys or lifts |
| Exhaustion | Risk of injury or poor health | Stall holders, students | **2** | **3** | **6** | * Stall holders cover the stall in shifts to cover event period * Factor in appropriate breaks * Stall holders to bring water or appropriate drinks when covering the stall | **1** | **3** | **3** |  |
| Management of student information | Loss or misuse of data, GDPR breach | Students | **2** | **4** | **8** | * Stall holders ensure membership options are up to date on Groups Hubs website * Stall holders ensure membership sign ups are facilitated through Union website * Stall holders utilise ‘interested membership’ option for students not ready to commit to membership * Stall holders not to utilise any additional or paper-based recording systems * Stall holders ensure privacy notice is linked to membership is up to date on Union website * When collecting sign ups for taster classes, where students can find out whether they are interested in signing up to the society, ensure only name and email are received and those signing up are aware there will be no misuse of the data. * Ensure when sending out emails regarding taster classes ensure all emails are entered into BCC line | **1** | **4** | **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** | |
| 1 | Buy hand sanitiser for stall | President | 27/09/2021 | 27/09/2021 |  | |
| 2 |  |  |  |  |  | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature:A picture containing whiteboard  Description automatically generated | | |
| Print name: Anna Morgan | | | Date: 06/09/2021 | Print name: Alex Cornell | | Date: 06/09/2021 |

**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 |