

Risk Assessment			
Risk Assessment for the activity of	FRESHERS FAIR	Date	26/09/2022
Unit/Faculty/Directorate	University of Southampton Contemporary Dance Society	Assessor	Emma Mills (President) Aimee Whittaker (Treasurer)
Line Manager/Supervisor		Signed off	<i>E MILLS A WHITTAKER</i>

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	
COVID-19 Hazards	Due to being in close proximity	All at the fair	3	4	12	Encourage all attending to follow guidelines put in place at the time of the event by SUSU along with any government guidance.	1	4	4	Committee will work sedulously with SUSU to ensure all safety measures are taken and complied with at all times.
COVID-19 Proximity	Spread of virus through surfaces	All at the fair	2	3	9	Hand sanitiser will be provided on the stall	1	2	2	Additionally, no equipment will be shared between people at the fair, the only ones who should be in contact with any equipment will be committee.

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Nature of site	People may trip, fall, or slip, due to generally slippery flooring or due to trip hazards	All at the fair	2	2	4	Encourage all attending to wear appropriate footwear, ensure that trip hazards are identified and removed	1	2	2	Clearly identify and minimise trip hazards around the stall
Fire alarm	People may panic, collide, or trip as they aim to leave the building. They may also get lost.	All at the fair	1	1	1	Make sure that everyone attending is aware of where the fire exits are, and where the assembly point is	1	1	1	Check regularly if there are any scheduled fire alarm tests

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Security	Material could be damaged by attendants, or potentially stolen	All at fair	1	2	2	Make all aware that we cannot be responsible for the security of their belongings	1	2	2	
Electrical Products (i.e. laptops and ipads)	Electric shock could occur, cables could form a trip hazard	All at fair, mainly committee	1	3	3	Ensure all laptops and ipads are in good condition and if plugged in trip hazards are labelled	1	1	2	Only committee will be handling electrical devices.

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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	

	5	10	15	20	25
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

Impact		Health & Safety	
1	Trivial - insignificant	Very minor injuries e.g. slight bruising	
2	Likelihood		
3	1 Moderate	Rare e.g. 1 in 100,000 chance or higher	Injuries or illness e.g. strain or sprain requiring medical support
	2	Unlikely e.g. 1 in 1,000 chance or higher	
4	3 Major	Possible e.g. 1 in 100 chance or higher	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >24 weeks
	4	Likely e.g. 1 in 100 chance or higher	
	5	Very likely e.g. 1 in 10 chance or higher	
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.