|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Bunfight Stall** | | **Date** | **25th September 2019** |
| **Club or Society** | **Badminton (colours)** | **Assessor** |  | |
| **President or Students’ Union staff member** | ***Nicholas Wilding*** | **Signed off** |  | |

| **(2) Risk assessment** | | | | | **(3) Risk management** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
| Attendees, students, staff | **3** | **2** | **6** | **No items to be on the floor at the front of the stall. Rear/sides of stall to be kept tidy.** | | **2** | **2** | **4** |  | |
| Attendees, students, staff | **3** | **3** | **9** | **A maximum of 3 club/society representatives to be at the stall at any one time;**  **Representatives will not block walkways when engaging with attendees; Early access available to Enabling registered students.** | | **2** | **3** | **6** | Should there be a rush of entrants enquiring for more information suggest they provide an email contact and they can be updated on the information accordingly if too crowded.  Fliers will be available to improve the flow past the table. | |
| Students, staff | **3** | **3** | **9** | **Ensure that 2 people carry tables.**  **Work in teams when handling other large and bulky items.** | | **3** | **2** | **6** |  | |
| Attendees, students, staff | **3** | **4** | **12** | **Only individually wrapped, store-bought items to be provided.**  **A list of ingredients of the food items to be kept at the stall.**  **Representatives to ask attendees if they have any allergies.**  **If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:**  **‘Products may contain nuts or nut extract…’** | | **1** | **4** | **4** | Food/drinks will not be given out to passing visitors. Staff running the stall may bring and consume food at their discretion under no liability to the club. | |
|  |  |  |  |  | |  |  |  |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 | Ensure all risk controls are followed on the day | President | 25th September 2019 |  |  | |
| 2 | Review the events of the day and check that practices were followed | President | 29th September 2019 |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
|  |  |  |  |  |  | |
| Responsible committee member signature: N. Wilding | | | | Responsible committee member signature: | | |
| Print name: Nicholas Wilding | | | Date:26/07/2019 | 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 |  |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |