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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Clubs & Societies Fair Stall** | | **Date** | **27/08/22** |
| **Club or Society** | **Canoe Polo** |  |  | |
| **Name of Committee member completing form** | ***Hollie Jackson*** | **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.  Build-up of rubbish/debris. | Slips, trips and falls;  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures | Attendees, students, staff | **3** | **2** | **6** | Space allocated to stalls to allow for movement of stall holders;  No items to be on the floor at the front of the stall;  Rear/sides of stall to be kept tidy;  Packaging/transport cases to be stored away from the stall if appropriate/possible | **2** | **2** | **4** |  |
| Overcrowding | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | 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;  Representatives to remain behind/within stall area during event;  No promotional activity outside of stall area from representatives.  Area around ergos to be kept clear during use and a maximum of two users facilitated. Spectators to be advised to give sufficient space. | **2** | **3** | **6** | Union staff to monitor compliance with limit of 3 representatives in attendance;  Representatives to have wristbands identifying them as being active on any stall at any one time;  Stall holders to be made aware that stalls will be withdrawn if risk assessments are not followed.  Ergo safe running and maintenance guidelines found on manufacturers website. This states a safe running space per ergo is:  3m (l) x 1.75m (w) x 1.8m (h).  https://www.kayakpro.com/kayakcanoe |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Students, staff | **3** | **3** | **9** | Ensure that 2 people carry tables are ergos;  Work in teams when handling other large and bulky items;  Liaise with Union staff in advance of transporting large items within a venue;  Utilise lift facilities wherever possible and avoid use of stair cases for bulky items. | **3** | **2** | **6** | Union Facilities Team to support movement of large items through or use of Union facilities trolleys or goods lifts.  Specific items of concern are primarily; ergos and secondary; boats. |
| Exhaustion | Risk of injury or poor health | Stall holders; students | **2** | **3** | **6** | Stall holders to ensure rota to cover event period;  Stall holders to factor in appropriate breaks;  Stall holders to be reminded to bring water or appropriate drinks and consuming sufficient and appropriate food stuffs, provided by themselves. | **1** | **3** | **3** | Be wary of allergens |
| Management of student information | Loss of data; Misuse of data; GDPR breach | Students | **2** | **4** | **8** | Stall holders to ensure membership options on the Union’s website are up to date;  Stall holders to ensure that membership sign-ups are facilitated through Union website;  Stall holders to 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 to ensure their privacy notice linked to membership is up to date on the Union website. | **1** | **4** | **4** |  |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff | **3** | **4** | **12** | Only individually wrapped, store-bought items to be available on stalls;  A list of ingredients of the food items to be kept at the stall;  Representatives to ask attendees if they have any allergies and clearly direct to ingredient lists;  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** |  |
| Weaponry | Physical injury or harm | Attendees, students, staff | **3** | **5** | **15** | No weaponry to be present at event or on stalls (without specific express permission from Union and additional risk assessment measures), including all swords, knives, guns or similar items;  No ammunition or combustible items to be present at event or on stalls;  Any replica items on stalls to be explicitly and clearly labelled as such and secured to the stall so they cannot be removed by attendees;  Any transportation of replica items to be undertaken within appropriate storage so as not to cause alarm or concern. | **1** | **5** | **5** | Explicit risk assessment additions to be put in place for any replica or similar items agreed with the Union |
| Significant injury from equipment (Kayak ergo) | Physical injury or harm. | Attendees, students, staff | **3** | **3** | **9** | Equipment to be safety checked and tested by knowledgeable committee members before any use from stall attendees.  Attendees will be constantly monitored by a knowledgeable committee member toensure it is being used correctly.  Any attendee deemed to be using the equipment deliberately incorrectly/inappropriately will be asked to leave the stall.  Equipment to be set up on a level, flat surface.  Area around ergos to be kept clear during use and a maximum of two users facilitated. Spectators to be advised to give sufficient space. | **2** | **2** | **4** | Schematic for a typical kayak ergo:  <https://kayakpro.com/kayakcanoe/wp-content/uploads/2018/09/SchematicDrawing_K1.pdf>  Guide for a typical kayak ergo, including stroke information and safety information:  <https://kayakpro.com/kayakcanoe/wp-content/uploads/2018/09/KayakPro-General_Instructions-12_1_2016-1.pdf> |
| Transmission of Coronavirus on the stall | Coronavirus disease, respiratory consequences of varying degrees. | Attendees, students, staff | **3** | **3** | **9** | Representatives at the stall are required to take a negative lateral flow test or be vaccinated against COVID-19 by the morning of the event.  Throughout the day the equipment (i.e. ergo bar) will be regularly disinfected. | **2** | **3** | **6** | Ensure the stall is in a relatively well-ventilated area.  SAGE government advice for reducing the risk of coronavirus transmission in the home/indoors:  <https://www.gov.uk/government/publications/sage-advice-on-reducing-the-risk-of-coronavirus-covid-19-transmission-in-the-home> |
| Specific mismanagement of student information | Loss of data, GDPR breach, misuse of data. | Students, attendees | **2** | **2** | **4** | As little data will be used as required.  During the event, users will be asked to put their student (not personal) email in a password controlled excel spreadsheet.  Once the competition has concluded, information about attendees that have not requested to hear more from canoe polo will be deleted. After 30 days information regarding interested members will similarly be permanently deleted. | **1** | **2** | **2** | Data will be stored on a single laptop and be managed by one person to reduce risk of privacy breach. |

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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 | Contact with union staff prior to transport of boat(s) and ergos into the venue | Hollie Jackson | 20/09/22 | 25/09/22 |  | |
| 2 | Review membership options on the union website | Rowan Kettle/Hannah Jarman /Hollie Jackson | 15/09/22 | 20/09/22 |  | |
| 3 | Organise rota for representatives at the fair | Hollie Jackson/ Rowan Kettle | 20/09/22 | 27/09/22 |  | |
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| Responsible committee member signature: | | | | Responsible committee member signature: | | |
| Print name: Hollie Jackson | | | Date: 27/08/2022 | 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 |