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| **Work/Activity: Bunfight**  |
| **[Enter details of what activity you are risk assessing. Include locations, times, dates, numbers of people, duration and activity descriptions]** Canoe Club to have a stall in the 2019 Bunfight, exact building location to be confirmed. Committee Members to work the Stall in Shifts. Shift Pattern to be confirmed. No greater than 5 people working the stall at any one point. Activities to include: set up and dismantle of the stall; manning the stall throughout the day; equipment use within the stall; having a mascot to draw greater attention to the stall. We plan to use a laptop to show footage of our activities and river trips, and potentially use vr headsets with 3d kayaking videos.   |
| Group: Southampton University Canoe Club 2019/2020 | Assessor(s): Samuel Tweedle (President) Jack Simmons (Safety Secretary)  | Contact: sucanoe@gmail.com |
| Guidance/standards/Reference documents    | Competence requirements  |
| **[Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.]** **[e.g]** * **http://www.hse.gov.uk/Risk/faq.htm**
 | **Role:** [who has what H&S responsibilities for each task e.g. event stewards]    | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities]  |
| **Current Acting Kit Sec is responsible to ensure equipment checks are carried out.****All committee members involved with the event are responsible for the safe running of the bunfight stall.**  | **Briefing of Bunfight Plan is given to all committee members helping with the running of the stall.**  |
| Checks schedules  | Frequency  |
| **[please detail equipment/ safety checks – who, what and where**Regular equipment checks are carried out by the Club. The equipment we choose to use for demonstrative purposes is scrutinised in the same way. | **[please detail frequency of checks to be done]**  Equipment is further checked as the stall is set up.  |
| Risk assessments linked  |  |
| **[Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.]**  Fire Risk Assessment to be covered by premises operator.  Overcrowding of People to be covered by SUSU Risk Assessment of the whole event.  |

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| Task  | Hazards  | HARM: who, how  | Current control measures: Proactive/Reactive  | Current risk  | Additional control measures: Proactive/Reactive   | Action by whom?   | *Residual risk*  | *check SA/DM*  |
| Likelihood  | Severity  | Total  | Likelihood  | *Severity*  | *Total*  |   |
| Set Up and Dismantle of stall  | Lifting/moving equipment.  | Muscular Damage.Prolonged Damage to lower back as caused by lifting awkward/heavy loads. | Proactive measures:Manual Handling Risk Assessment conducted. All operatives briefed on manual handling prior to set up. Members reminded of “paired” lifting for heavy loads. | 3 | 2 | 6 |  | All committee members present for the day during their shift. | 2 | 2 | 4 |  |
| Manning of Stall | Tripping over Stall Overheating  | Cuts and bruises resulting from tripping on the stallDehydration as caused by overheating.  | Effective handovers to take place between shifts. Attention drawn to how equipment is being used and how it has been left. Any cables used for the display equipment are clearly marked and fixed to the floor using either a cable cover or duct tape to stop them from moving.Encourage People to move on if stall is becoming too overcrowded to prevent overheating and trip hazardsWorking in shifts to reduce the likelihood of overheating. All committee members encouraged to drink water frequently and dress appropriately for the weather.  | 2 | 2 | 4 |  | All committee members present for the day during their shift. | 1 | 2 | 2 |  |
| Display Equipment Use | Unsecure Equipment.Use of paddles on the display stall. | Committee and any other personnel tripping on unsecured equipment Paddles hitting people, possibly resulting in cuts and bruises. Risks are heightened if stall is crowded.  | All club equipment is subjected to frequent checks. Record of checks is kept and maintained. Any faulty equipment is deemed unsuitable for use. Committee Members briefed on spatial awareness particularly with use of paddles.  | 3 | 2 | 6 |  | All committee members present for the day during their shift. | 3 | 2 | 6 |  |
| Electrical Equipment use. | Faulty EquipmentWater use around electrical equipment. Trailing cables | Electric Shock Damage to propertyTrip Hazards as caused by trailing cables | Check Equipment prior to use for broken cablesMinimisation of cables trailing. Use of tape if necessary. Any water kept in proximity of the stall is kept in bottles. Committee members briefed on this prior to the event. | 1 | 4 | 4 |  | All committee members present for the day during their shift. | 1 | 4 | 4 |  |
| Mascot Suit | Use of Mascot SuitWalking | Risk of person wearing the suit to overheat. Risk of tripping. There is a heightened risk due to restricted vision in the Mascot Suit.  | Taking regular breaks, as allowed by shift work. Advise members to drink lots of water. Advise members to be wary of the weather. Mascot to have a guide to support | 2 | 2 | 4 |  | All committee members present for the day during their shift. | 2 | 2 | 4 |  |
| Fire  | Overheating, burns | Fire could be caused by the electrical display equipment or another stall | Know the nearest fire escape in case of an emergency- to be confirmed when stall location is determined.Know the nearest location of a fire extinguisher or a fire alarm to trigger the alarm systems manuallyProceed outside to a safe area in an orderly fashion, leaving all equipment behind | 1 | 3 | 3 |  | All committee members present for the day during their shift. | 1 | 3 | 3 |  |
| VR Headsets | Adverse effects on users of the equipment | MigrainesEpileptic fits | Warning signs will be displayed if VR headsets are used highlighting that the video used may contain flashing images which may cause problems for people who suffer from epilepsy or migraines.Committee members are all at least 2 day first aid trained and SUSU first aiders also available | 1 | 3 | 3 |  | All committee members present for the day during their shift. | 1 | 3 | 3 |  |

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| ***Declaration by users:  I confirm that I have read this risk assessment, will implement the controls outlined herein,***  ***and will report to the responsible manager any incidents that occur or any shortcomings I find in this assessment.***  |
| **Name:**  | Date:    |
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| **Reviewed By:**  | **Comments:**  |
| **Responsible person (SA/DM):**  | Date:  |   |
| **SUSU H&S manager (where applicable):**  | Date:  |   |