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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Clubs & Societies Fair Stall** | | **Date** | **29.09.21** |
| **Club or Society** | **Southampton University Hillwalking Club** |  |  | |
| **Name of Committee member completing form** | ***Thomas Daly (President)*** | **Signed off** | ***25.08.21*** | |

| ***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**  **Any potentially hazardous items to be placed at the rear of the stall and only to be handled by a responsible committee member standing behind the stall.** | **2** | **2** | **4** |  |
| Overcrowding | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement / COVID awareness. 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;**  **Early access available to Enabling registered students;**  **Hand sanitiser available on stall for students and representatives who would otherwise feel uncomfortable approaching and minimise the spread of disease in a crowded environment.** | **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.  If representatives see an instance of crushing / a student panicking they will alert the nearest SUSU staff member immediately. If the situation is urgent and there is no SUSU staff member in the immediate vicinity, representatives will address the students concerned to make space.  Representatives to wear masks where appropriate and will emphasise that the items on display are not to be touched to alleviate COVID-related fears students or representatives themselves may have. |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Students, staff | **3** | **3** | **9** | **Ensure that 2 people carry tables;**  **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.  Heavy items to remain on the floor behind the stall during the event – no heavy items will be utilised as part of the display itself. |
| 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**  **Stall holders to familiarise themselves with the placement of nearby SUSU staff members in the event that assistance is necessary.** | **1** | **3** | **3** |  |
| 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 emphasise that, while membership gives students benefits for those not ready to commit to membership, the club’s weekly walks and socials do not require attendees to be members;**  **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.  Fear of COVID spread from representatives or students if food is shared. | Attendees, students, staff | **3** | **4** | **12** | **Food will not be offered on SUHC’s stall. Food to be eaten by representatives outside / in a different room to the stall.** | **1** | **4** | **4** |  |
| Weaponry | Physical injury or harm | Attendees, students, staff | **3** | **5** | **15** | **No weaponry nor replicas 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.** | **1** | **5** | **5** | Explicit risk assessment additions to be put in place for any replica or similar items agreed with the Union.  No weaponry to be present on SUHC’s stall. |

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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 | Compile a list of items to be used on the stall and decide on the safe placement of any heavier items. | President | 15/09 | | 22/09 |  | |
| 2 | Form a rota for the available committee members to attend the stall. | President | 15/09 | | 27/09 |  | |
| 3 | Ensure privacy notice is up to date. | President | 25/08 | | 22/09 |  | |
| 4 | Continue to apply SUHC’s regular and COVID-specific risk assessments as needed in the setup and management of the stall. | Stall representatives | 29/09 | | 29/09 |  | |
| 5 | Ensure the provision of extra safeguards against COVID (spare masks and sanitiser for representatives). | President | 15/09 | | 22/09 |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: | | | | Date: 25/08 | Print name: | | Date: 25/08/ |

**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 |