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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **University of Southampton Bunfight** | | **Date** | **24/08/2018** |
| **Club or Society** | **Wessex Motor Club** | **Assessor** |  | |
| **President or Students’ Union staff member** | ***Rory Gills - 27174727*** | **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** |
| 1) Trip Hazard due to power cables/charging devices | Injury due to trip or fall | Vicinity of stall | **2** | | **2** | **4** | **Ensure any cables are kept out of main walkway/tied away.** |  | |  |  |  |
| 1.1) Electrocution due to cables rubbing through, or improper use of mains socket. | Electric shock | Vicinity of stall | **1** | | **3** | **3** | **Ensure cables are maintained away from sharp edges which may compromise insulation.**  **Do not misuse any electrical devices.** |  | |  |  |  |
| 2) Table overturns due to excessive force | Injury due to fall, sharp edges may cause head injury  Table legs if not correctly locked could collapse, trapping fingers. | Vicinity of stall | **1** | | **2** | **2** | **Ensure weight of props on table does not exceed rated weight.**  **Do not allow anyone to lean excessively i.e. perch on table.** |  | |  |  |  |
| 3) Props improperly secured | Props fall and injure feet or hands | Vicinity of stall | **1** | | **1** | **1** | **Ensure props are not placed inappropriately or where it is reasonably expected that they could fall from their position on the table. Secure if necessary.** |  | |  |  |  |
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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 | Secure cables neatly away, tape down where necessary. | Health and Safety Officer | 26/09/18 | | 08/2019 |  | |
| 1.1 | Secure cables neatly away, tape down where necessary ensuring sharp edges are avoided. | Health and Safety Officer | 26/09/18 | | 08/2019 |  | |
| 2 | Brief all present on importance of not leaning on tables. | Health and Safety Officer | 26/09/18 | | 08/2019 |  | |
| 4 | Brief all present on adequate securing of any props, visual check from time to time. | Health and Safety Officer | 26/09/18 | | 08/2019 |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: RORY GILLS | | | | Date: 23/08/18 | 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 |