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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Shoe Box Appeal** | **Date** | **10/12/2020** |
| **Club / Society / Group** | **RAG** | **Assessor *(Name, Role and position to qualify sign off of document e.g. Coach)*** |  |
| **Committee member (name and role)** | ***President – Ella Foxhall*** | **Signed off** |  |

**COVID-19 Notice**

**This risk assessment must be read in conjunction with the club or society’s COVID-19 Risk Assessment on their SUSU page. Should any information in this risk assessment conflict with the measures listed in the COVID risk assessment, then the COVID risk assessment takes precedence over this document.**

| ***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** |
| Contracting COVID | Becoming ill | participents | **3** | **5** | **15** | 1. **Each person will produce their own box from start to finish and will have no one else touching the box**
2. **They will only touch one item at a time without touching any others**
3. **A cue with social distancing measures will be formed and one at a time participants will choose their box and items they will also be supplies with their own wrapping paper, sissors, and cellotape to prevent any contamination.**
4. **Masks will be worn and hand sanitiser will be placed at all stations.**
 |  |  |  | 1. The items collected in the donation bin will have a 72 hour isolation period.
2. The items will be handled only after the 72 hours
3. After the boxes have been made they will have a further 72 hour isolation period before being collected by the courier

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| Scissors | Someone cutting themselves | participents | **2** | **4** | **8** | **Make sure people are careful when using scissors**  | **1** | **4** | **4** |  |
| Tripping over | Someone falling over | Participents/ hosts | **2** | **2** | **4** | **Make sure people know not to run in the room and have each station marked out so that no one can trip over tables**  | **1** | **2** | **2** |  |
| Lifting  | Injury to back | Hosts/ participents | **2** | **4** | **8** | **Make sure everyone knows how to lift tables and chairs correctly to reduce risk of injury** | **1** | **4** | **4** |  |
| fire | Injuries / burns / death | Hosts/ participents | **2** | **5** | **10** | **Make people aware of the fire exits and to leave in an orderly mannor** | **1** | **5** | **5** |  |
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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** |
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| Responsible manager’s signature: Emily Loveridge | Responsible manager’s signature: |
| Print name: EMILY LOVERIDGE | Date:26/11/2020 | 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 |