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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Naked Calendar distribution** | **Date** | 17/12/2020 |
| **Club or Society** | **RAG** | **Assessor** |  |
| **President or Students’ Union staff member** | Ella Foxhall | **Signed off** |  |

***Siobhan La Roch***

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**the 03/11/19**

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| ***PART A*** |
| **(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)** |
| **Li kel ih oo d** | **Im pa ct** | **Sc or e** | **Control measures (use the risk hierarchy)** | **Li kel ih oo d** | **Im pa ct** | **Sc or e** |
| Spread of COVID 19 | People getting infected and ill | Students and volunteers | **2** | **2** | **4** | **Ensure that all volunteers and students are wearing masks and that the volunteers are using gloves/ and or sanitizer while touching the calendars** | **1** | **2** | **2** |  |

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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)** |
| **Li kel ih oo d** | **Im pa ct** | **Sc or e** | **Control measures (use the risk hierarchy)** | **Li kel ih oo d** | **Im pa ct** | **Sc or e** |
| Table injuring fingers | Table not being set up properly and injuring those putting it into place | People putting up the table | **1** | **3** | **3** | **When setting up the table, ensure that the instructions are clearly followed and that all pieces of the table are secure and properly in place** | **1** | **1** | **1** |  |
| Objects lying around and causing injury | Potential tripping and falls | Anyone walking around  | **2** | **3** | **6** | **Make all participants clear the surrounding area of any objects** | **1** | **1** | **1** |  |
| Carrying heavy boxes | Injury to body parts due to mishandling of heavy items | Students and volunteers  | **2** | **2** | **4** | **Ensure that the volunteers have been briefed on the proper way to carry heavy boxes and if need be to have two people carrying boxes if they are too heavy** |  **1** | **2** | **2** |  |

***PART B – Action Plan***

**Risk Assessment Action Plan**

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| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
|  | Volunteers to be wearing masks at all times while in SUSU | Volunteers | 11/12/2020 |  |  |
|  | Calendars to be wiped down with disinfectant before being given to students | Volunteers | 11/12/2020 |  |  |
|  | People should be wearing gloves/ using hand sanitizer after touching any calendar | Volunteers | 11/12/2020 |  |  |
|  | Table and any extra equipment eg. Pens/tablets etc will be sanitized before and after using | Volunteers | 11/12/2020 |  |  |
| Responsible committee member signature:Print name: Juliette Barendson Date: 17/12/2020 | Responsible committee member signature: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 |  |
| 2. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 3. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 4. Admin controls | Examples: training, supervision, signage |  |
| 5. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

# LIKE 5

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**OOD**

4

3

2

1

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| --- | --- | --- | --- | --- |
| 5 | 10 | 15 | 20 | 25 |
| 4 | 8 | 12 | 16 | 20 |
| 3 | 6 | 9 | 12 | 15 |
| 2 | 4 | 6 | 8 | 10 |
| 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. |

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| 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

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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 |