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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Bunfight/Freshers Fair 2021** | | **Date** | **27/8/21** |
| **Unit/Faculty/Directorate** | **Folk Society** | **Assessor** |  | |
| **Line Manager/Supervisor** | ***Rebecca Would*** | **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** |
| 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** | **No items to be on the floor at the front of the stall. Back/sides of stall to be kept tidy. Make sure instrument cases are stored away safely.** | **2** | **2** | **4** |  |
| Overcrowding (general) | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. 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; Early access available to Enabling registered students.** | **2** | **3** | **6** | Try to eliminate the overcrowding by encouraging people to keep moving, and ensure that there are no obstacles slowing the flow of people down. If this is not possible, it may be necessary to limit the number of people who can access each area to ensure there is no overcrowding . |
| Overcrowding (Covid-19) | Passing of covid-19 due to high density of people. | Attendees, students, staff  Some people may be particularly vulnerable due to age, lack of vaccine and other reasons. | **3** | **4** | **12** | **Advise people to keep distance where possible, and wear face masks if possible (and feel . Keep hand sanitiser available.** | **2** | **4** | **8** | Maintain distance where possible, inform committee of precautions, don’t attend if with symptoms. |
| 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 such as heavy musical instruments or pieces of kit.** | **3** | **2** | **6** | Make sure that there are enough committee members around at the start and end of the day to assist with setting up and packing away the stall as this is the time when most moving of heavy objects will occur. If this is not possible, ask for assistance from other people who are around rather than trying to move things alone. Using sensible lifting techniques such as keeping a straight back and bending at the knees will minimise risk of injury. |
| Instrument handling | Passing covid-19 through touching the same surfaces. Breaking instruments. | Attendees, students | **2** | **4** | **6** | **If attendees touch any instruments on display then encourage them to use hand sanitiser. Clean instruments after they’ve been handled. On hand committee are responsible for ensuring instruments are well looked after.** | **1** | **4** | **4** |  |
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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** | |
|  | Ensure all items for bunfight are easy to carry and transport in and out of the building. Pack things sensibly for ease of transport. Ensure there are enough members around to set up equipment.  Have hand sanitiser available, wear masks (especially if indoors).  Cost – none. | Rebecca Would and George Webb | 29th September | | 30th September | Assess whether manual handling targets were met. Have members of committee on standby to help if needed.  Brief all members of committee who will be on the stall on the risk assessment action plan. | |
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| Responsible manager’s signature: Rebecca Would | | | | | Responsible manager’s signature: Andrew Laszcz | | |
| Print name: Text  Description automatically generated | | | | Date: 27/8/21 | Print name:A picture containing text, whiteboard  Description automatically generated | | Date: 27/8/21 |

**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 |