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| Work/Activity: Bunfight stall 2018 |
| SKIP bunfight stall in Jubilee sports, Wednesday 26th September 2018. Purpose of the stall is to raise the profile of SKIP Southampton and the opportunities we have to offer. 5 volunteers on the stall maximum. |
| Group: SKIP SOUTHAMPTON | Assessor(s): Isabel Mitchell  | Contact: iem1g15@soton.ac.uk |
| Guidance/standards/Reference documents  | Competence requirements |
| * <http://www.hse.gov.uk/Risk/faq.htm>
 | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Volunteers will be responsible for setting up and maintaining the stall.  | I have helped out on the bunfight stall and volunteer fair stalls before. I have also organised 4 bake sales before.  |
| Risk assessments linked |
| Fire risk assessments for redbrick area.  |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| Manhandling | Injury sustained from lifting/catching fingers etc. | Staff, visitors and volunteer helpers at risk of injury from manual handling of tables | Setting up tables will be done by organisers.  | 1 | Ensure two people putting up and taking down table – remember to lift correctly. Seek assistance if in need of extra help. | Volunteers X2 (minimum) | 1 |  |
| Slips, trips and falls | Injury sustained | Customers and volunteers | All boxes to be stored under tables. Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers.  | 1 | Seek medical attention from Reception if in need | Volunteers | 1 |  |
| Overcrowding | Injury sustained | Volunteers/ passers-by/ customers | Ensure enough volunteers to customers ratio (not too many volunteers) – do not push/shove | 1 | Request the forming of an orderly queue if necessary – seek medical attention if problem arises. | 1 | Please complete |  |

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| Reviewed By: | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |