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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Freshers Accommodation Barbeque. Highfield Halls** | **Date** | **24/09/2018** |
| **Club or Society** | **Christian Union** | **Assessor** |  |
| **President or Students’ Union staff member** |  | **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. Rear/sides of stall to be kept tidy.** | **2** | **2** | **4** |  |
| Overcrowding | 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 5 club/society representatives to be at the BBQ station at any one time;****Representatives will not block sitting and eating areas when engaging with attendees.** | **2** | **3** | **6** |  |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Students, Attendees | **3** | **3** | **9** | **Ensure that 2 people carry tables.****Work in teams when handling other large and bulky items.** | **3** | **2** | **6** |  |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff | **3** | **4** | **12** | **Only individually wrapped, store-bought items to be provided.****A list of ingredients of the food items to be kept at the stall.****Representatives to ask attendees if they have any allergies.****If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:****‘Products may contain nuts or nut extract…’** | **1** | **4** | **4** |  |
| Equipment | Infected cutlery/cooking implementation. | Attendees, students, staff | **2** | **2** | **4** | **NO glass equipment is used or stored at the BBQ service area. All implements are thoroughly washed before and after the BBQ to ensure the risk of bacterial infection is sufficiently controlled. Only designated people/cooks can use this equipment. Committee member with level 2 hygiene will oversee this process.** | **2** | **2** | **4** |  |
| Cleaning Up. | Waste food, packaging and bottles and cans. | Attendees, students, stuff | **1** | **1** | **1** | **Waste receptacles or refuse sacks are provided to dispose of all food waste. Full waste bags are tied at the neck and disposed of in a secure waste bin.** **Care is taken to correctly dispose of food waste to minimize the risk of vermin breaking into sacks. Broken bottles are picked up with gloves and placed in a cardboard box or folded over cardboard and taped close and then disposed of.** **Where possible, glass and aluminium is placed in recycling bins. At the end of the BBQ, hot coals and charcoal briquettes are doused in cold water by the competent person taking care not to receive very hot flash-back steam from doused coals etc. Warning signs are posted warning people to stay clear of the BBQ. Barriers are used to segregate people from the BBQ** **When cold, all coals and charcoal briquettes are safely disposed of.** **The BBQ is always thoroughly cleaned after being used with appropriate BBQ cleaner following manufacturer’s instructions .** **PPE is provided when cleaning the BBQ (gloves, apron and eye protection)** |  |  |  |  |
| Firefighting equipment | No provision to fighting fire. | Attendees, Students, Staff | **3** | **4** | **12** | **A fire distinguisher and fire blanket will be available on site of the barbeque. Only committee members will be handling BBQ equipment and dry gasoline will be used to light fires.****Flammable products such as deodorants and perfume will be banned from site or stored separately to reduce fire hazard.**  | **2** | **4** | **8** |  |
| Personal Safety  | Long hair, burns, hot surfaces. | Attendees | **2** | **3** | **6** | **Long hair and long sleeves are tied back. Oven gloves are provided to guard against contact with hot surfaces.** **A First Aid box is available in case of accidents.** **A fully charged mobile telephone is available to summon assistance from the emergency services if needed.** **Only designated persons are permitted to cook and have access to the cooking grille – too many persons in this area would inevitably lead to someone coming into contact with hot surfaces.** **Personal hygiene rules are followed at all times (after using the toilet, eating, and handling food products) to ensure that the risk of the BBQ bug (Campylobacter) is greatly reduced. Drinking/eating should be discouraged by anyone using the BBQ.** | **1** | **3** | **3** |  |
| Person manning the BBQ | People too young or inexperienced to safely use the BBQ | Students | **2** | **4** | **8** | **Persons that man the BBQ are designated competent to use the BBQ safely by the Camp supervisor or person responsible for the event. Committee members who man the BBQ do not engage in horseplay or any other activity which could endanger themselves or others. Persons under or appearing to be under the influence of alcohol or any other substances are not to be allowed to man the BBQ** | **1** | **4** | **4** |  |
| Food Safety  | Food poisoning | Attendees, Students, Staff | **3** | **4** | **12** | **Food is thoroughly cooked before being served to people.** **Only enough food which can be cooked at any one time is taken out of the cool bag or refrigerator. Manufacturer’s instructions are always followed when cooking.** **If available, a refrigerator is used to store uncooked food. If not available a cool bag is used with ice to keep the food chilled. Burgers, sausages and chicken must not be re-heated.** **Salads and other perishables are stored in plastic sealable storage vessels when not being used. Persons who cook the food have a Basic Food Hygiene Certificate (Level 2 food hygiene)**  | **2** | **4** | **8** |  |

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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 committee member signature: | Responsible committee member signature: |
| Print name: | Date: | 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 |