|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Clubs & Societies Fair Stall** | | **Date** | **16/09/2022** |
| **Club or Society** | **Southampton Hub** | **Signed off** | **Nadya Longstaff** | |
| **Name of Committee member completing form** | **Nicki Ashworth (President)** | **Nicki Ashworth** | |

| ***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)** |
| **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** | **Space allocated to stalls to allow for movement of stall holders;**  **No items to be on the floor at the front of the stall;**  **Rear/sides of stall to be kept tidy;**  **Packaging/transport cases to be stored away from the stall if appropriate/possible** | **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 3 club/society representatives to be at the stall at any one time;**  **Representatives will not block walkways when engaging with attendees;**  **Representatives to remain behind/within stall area during event;**  **No promotional activity outside of stall area from representatives;** | **2** | **3** | **6** | Union staff to monitor compliance with limit of 3 representatives in attendance;  Representatives to have wristbands identifying them as being active on any stall at any one time;  Stall holders to be made aware that stalls will be withdrawn if risk assessments are not followed. |
| Manual handling | Risk of Musculoskeletal injuries, 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;**  **Liaise with Union staff in advance of transporting large items within a venue;**  **Utilise lift facilities wherever possible and avoid use of staircases for bulky items.** | **3** | **2** | **6** | Union Facilities Team to support movement of large items through or use of Union facilities trolleys or goods lifts. |
| Exhaustion | Risk of injury or poor health | Stall holders; students | **2** | **3** | **6** | **Chairs requested from SUSU;**  **Stall holders to ensure rota to cover event period;**  **Stall holders to factor in appropriate breaks;**  **Stall holders to be reminded to bring water or appropriate drinks** | **1** | **3** | **3** |  |
| Management of student information | Loss of data; Misuse of data; GDPR breach | Students | **2** | **4** | **8** | **Stall holders to ensure membership options on the Union’s website are up to date;**  **Stall holders to ensure that membership sign-ups are facilitated through Union website;**  **Stall holders to utilise ‘interested membership’ option for students not ready to commit to membership;**  **Stall holders not to utilise any additional or paper-based recording systems;**  **Stall holders to ensure their privacy notice linked to membership is up to date on the Union website.** | **1** | **4** | **4** |  |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff | **3** | **4** | **12** | **Only individually wrapped, store-bought items to be available on stalls;**  **A list of ingredients of the food items to be kept at the stall;**  **Representatives to ask attendees if they have any allergies and clearly direct to ingredient lists;**  **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** |  |
| Covid transmission | Covid transmission due to handling of items by multiple people; minimised engagement due to concerns about transmission risk | Stall holders; students | **2** | **5** | **10** | **Stall holders to ensure that any freebies are spaced far enough apart to be easily picked up without touching others;**  **If available, stall holders to place disinfectants near the front of the stalls for students to use before handling any freebies or flyers.** | **1** | **5** | **5** | Stall holders to place large QR codes at the stall for accessing websites and sign-up sheets. |
| Talks/debates  - subjects that could be sensitive or personal to some students | The audience feels negative emotions around the topic or becomes distressed by images shown/discussed | Students | **2** | **3** | **6** | **Stall holders to refer students to Enabling/signpost to support organisations** | **1** | **3** | **3** | Stall holders to take part in Southampton Hub training prior to the event.  In the case of an incident, stall holders will seek guidance from activities/SUSU advice centre/UoS enabling team as required. |
| Falling Objects e.g. banners | Injury, bruising, or damage to equipment | Students; stall holders | **2** | **3** | **6** | **Tables to be safely secured by staff where possible;**  **Stall holders to ensure banner is secured and on a flat surface;**  **Stall holders to ensure banners or objects are not obscuring walkways or exits, and are ideally placed behind or to the side of the stall where space allows** | **1** | **2** | **2** | Seek medical attention if problem arises;  Seek support from facilities staff |
| Electrical equipment e.g. tablet/laptops | Electric shock; tripping (if electricity is available) | Students; stall holders | **1** | **4** | **4** | **Food/drinks to be kept at least 1 metre away from electrical equipment and sockets; cables to be out of the way** | **1** | **4** | **4** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
| 1 | Review Risk Assessment and gather relevant equipment (e.g. wristbands) | | Stall holders | 28/09/22 |  |  | |
| 2 | Print QR codes with links to websites and sign-up sheets | | Stall holders | 28/09/22 |  |  | |
| 3 | Complete Southampton Hub training prior to the event | | Stall holders | 28/09/22 |  |  | |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |
|  |  | |  |  |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Nicki Ashworth | | Date: 16/09/2021 | | | Print name: Nadya Longstaff | | Date: 16/09/2021 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** | | | | |

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |
| --- | --- |
| 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 |