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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Bunfight Stall**  | **Date** | **01.05.2020** |
| **Unit/Faculty/Directorate/Club or Society**  | Lawyers Without Borders Southampton Student Division | **Assessor** | Perrine Lindsay  |
| **Line Manager/Supervisor/President**  | *Perrine Lindsay* | **Signed off** |  ***(Requires sign off by an Activities Coordinator)***  |

| ***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** |
| We will have a stall at Bunfight which could result in obstructions. | People could fall or be pushed. | Students or staff. | **3** | **2** | **6** | Find an area with a lot of space, have a manageable number of people at the stall at a time and work alongside other societies to achieve this. | **2** | **2** | **4** | Additional controls are not necessary.  |
| Overcrowding | Not enough room for people to move at ease which could cause panic. People could get pushed into one another would could cause injury or slips. | Students and staff. | **3** | **2** | **6** | **We will manage how many people can come to the stall at a time and we will ensure than we only have a maximum of 3 committee members to represent LWOB behind the stall.** **LWOB committee members will take extra precautions to avoid walkways when engaging with students and we will arrive to the event set-up early to ensure this.**  | **2** | **2** | **4** | Additional controls are not necessary.  |
| Manual handling for the stall set-up | Injuries e.g. bruising  | Students and staff | **2** | **3** | **6** | **Ensure that 2 or more people carry tables and fetch further equipment only after dealing with heavy items, such as the table. This ensures that there is no rush and that the necessary precautions are being taken.** | **2** | **3** | **6** | The activity can continue but we must identify and implement further controls to reduce the risk to as low as reasonably practicable e.g. taking the necessary health and safety steps. |
| Food allergies | Allergic reaction to ingredients in food. | Students and staff | **2** | **5** | **10** | **Ask attendees if they have any allergies and inform them of the ingredients in the food (which will be pre-packaged and store- bought to take extra precautions).****A sign should be visible on the stall top showing the ingredients, with any ingredients that can cause allergic reactions (e.g. nuts) in BOLD.** | **1** | **5** | **5** | The activity can continue but we must identify and implement further controls to reduce the risk to as low as reasonably practicable e.g. have food placed behind the stall, ask attendees if they have allergies and inform them of the ingredients in the food and then offer them the food by bringing it forward to them if all is safe. This would be the a way to ensure the upmost care.  |
| Rubbish on floor | Injuries, slips and trips  | Students and staff | **3** | **3** | **6** | **We will not place any items on the floor around the stall and we will ensure that the stall is tidy and clean.** | **1** | **3** | **3** | Additional controls are not necessary.  |
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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: P.Lindsay | Responsible committee member signature: |
| Print name: Perrine Lindsay | Date: 01.05.2020 | 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 |