

## Risk Assessment

|   |   |                   |  |
|---|---|-------------------|--|
| <b>Risk Assessment for the activity of</b>      | <b>Clubs &amp; Societies Fair Stall</b> | <b>Date</b>       | <b>03/09/2021</b>                        |
| <b>Club or Society</b>                          | <b>Piano Society</b>                    |                   |  |
| <b>Name of Committee member completing form</b> | <b>Qingyun Hu</b>                       | <b>Signed off</b> | <b>Qingyun Hu<br/>Alexander Bincalar</b> |

| <b>PART A</b>                                |   |  |                            |               |              |   |                            |               |              |  |
|--|---|--|----------------------------|---------------|--------------|---|----------------------------|---------------|--------------|--|
| <b>(1) Risk identification</b>               |   |  | <b>(2) Risk assessment</b> |               |              |   | <b>(3) Risk management</b> |               |              |  |
| <b>Hazard</b>                                | <b>Potential Consequences</b>   | <b>Who might be harmed<br/><br/>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
|  |   |  | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |   | <b>Likelihood</b>          | <b>Impact</b> | <b>Score</b> |  |
| Obstructions.<br>Build-up of rubbish/debris. | Slips, trips and falls;<br>Risk of Minor Injuries:<br>Grazes, cuts and bruising.<br>Major injury: Fractures | Attendees,<br>students, staff  | 3                          | 2             | 6            | Space allocated to stalls to allow for movement of stall holders;<br>No items to be on the floor at the front of the stall;<br>Rear/sides of stall to be kept tidy;<br>Packaging/transport cases to be stored away from the stall if appropriate/possible | 2                          | 2             | 4            |  |

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| 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            | <b>A maximum of 3 club/society representatives to be at the stall at any one time;<br/>Representatives will not block walkways when engaging with attendees;<br/>Representatives to remain behind/within stall area during event;<br/>No flyering or promotional activity outside of stall area from representatives;<br/>Early access available to Enabling registered students.</b> | 2                          | 3             | 6            | Union staff to monitor compliance with limit of 3 representatives in attendance;<br>Representatives to have wristbands identifying them as being active on any stall at any one time;<br>Stall holders to be made aware that stalls will be withdrawn if risk assessments are not followed. |

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| <b>Hazard</b>                  | <b>Potential Consequences</b>                                | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b>   |
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| Manual handling                | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Students, staff   | 3                          | 3             | 9            | Ensure that 2 people carry tables;<br>Work in teams when handling other large and bulky items;<br>Liaise with Union staff in advance of transporting large items within a venue;<br>Utilise lift facilities wherever possible and avoid use of stair cases 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            | Stall holders to ensure rota to cover event period;<br>Stall holders to factor in appropriate breaks;<br>Stall holders to be reminded to bring water or appropriate drinks  | 1                          | 3             | 3            |  |

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| 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;<br>Stall holders to ensure that membership sign-ups are facilitated through Union website;<br>Stall holders to utilise 'interested membership' option for students not ready to commit to membership;<br>Stall holders not to utilise any additional or paper-based recording systems;<br>Stall holders to ensure their privacy notice linked to membership is up to date on the Union website. | 1                          | 4             | 4            |  |

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| <b>Hazard</b>                  | <b>Potential Consequences</b>                     | <b>Who might be harmed</b><br><br><b>(user; those nearby; those in the vicinity; members of the public)</b> | <b>Inherent</b>            |               |              | <b>Control measures (use the risk hierarchy)</b>  | <b>Residual</b>            |               |              | <b>Further controls (use the risk hierarchy)</b> |
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| Food allergies                 | Risk of allergic reaction to ingredients in food. | Attendees, students, staff  | 3                          | 4             | 12           | <p><b>Only individually wrapped, store-bought items to be available on stalls;</b></p> <p><b>A list of ingredients of the food items to be kept at the stall;</b></p> <p><b>Representatives to ask attendees if they have any allergies and clearly direct to ingredient lists;</b></p> <p><b>If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:</b></p> <p><b>‘Products may contain nuts or nut extract...’</b></p> | 1                          | 4             | 4            |  |

|            |                           |                            |   |   |    |  |   |   |   |  |
|------------|---------------------------|----------------------------|---|---|----|--|---|---|---|--|
| Weaponry   | Physical injury or harm   | Attendees, students, staff | 3 | 5 | 15 | <p><b>No weaponry to be present at event or on stalls (without specific express permission from Union and additional risk assessment measures), including all swords, knives, guns or similar items;</b><br/> <b>No ammunition or combustible items to be present at event or on stalls;</b><br/> <b>Any replica items on stalls to be explicitly and clearly labelled as such and secured to the stall so they cannot be removed by attendees;</b><br/> <b>Any transportation of replica items to be undertaken within appropriate storage so as not to cause alarm or concern.</b></p> | 1 | 5 | 5 | Explicit risk assessment additions to be put in place for any replica or similar items agreed with the Union |
| COVID - 19 | Spreading the coronavirus | Attendees, students, staff | 2 | 4 | 8  | <p><b>Anyone wanting to use equipment (keyboard) must use hand sanitiser beforehand to prevent the spread of the virus through indirect contact.</b></p>   | 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 |
|----------|--------------------------------|---------|-------------|-------------|------------------------|
|          |                                |         |             |             |                        |
|          |                                |         |             |             |                        |
|          |                                |         |             |             |                        |
|          |                                |         |             |             |                        |
|          |                                |         |             |             |                        |
|          |                                |         |             |             |                        |
|          |                                |         |             |             |                        |

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

## Assessment Guidance

|                        |   |  |  |
|------------------------|---|--|--|
| 1. Eliminate           | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why       |  |
| 2. Substitute          | Replace the hazard with one less hazardous                                      | If not possible then explain why               |  |
| 3. Physical controls   | Examples: enclosure, fume cupboard, glove box                                   | Likely to still require admin controls as well |  |
| 4. Admin controls      | Examples: training, supervision, signage  |  |  |
| 5. 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 |    |    |    |    |

### 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.

| 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.       |

| 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  |