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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Bunfight** | **Date** | **28/07/19** |
| **Club or Society** | **Zumba + Society** | **Assessor** | **Nia Williams** |
| **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** |
| Slips, trips and falls | Minor injury | Committee members, attendees of Bunfight. | **3** | **3** | **9** | **Eliminate any hazards that could cause someone to fall. Make sure any cables are tucked away and there is no equipment left in walkways.**  | **1** | **3** | **3** |  |
| Manual handling due to lifting equipment, display materials and tables.  | Musculoskeletal injuries, minor injuries, cuts, bruises.  | Committee members involved in setting up at Bunfight.  | **4** | **3** | **12** | **Ensure that members follow correct lifting procedure and ensure that others do the same. Ensure that enough people are available to help carry heavy equipment. Make sure members check the weight of the load before lifting.**  | **1** | **3** | **3** |  |
| Overcrowding | Injury due to tripping, pushing or being restricted. Fainting due to overheating or panic.  | Committee members, attendees of bunfight.  | **3** | **3** | **9** | **Members should ensure that when engaging with attendees they will not block any walkways.**  | **1** | **3** | **3** |  |
| Display equipment falling over | Injury to attendees or committee members due to falling equipment or trips due to equipment falling on the floor. | Members and attendees of bunfight | **3** | **3** | **9** | **Ensure that all display material is completely secure, nothing is on uneven ground and equipment is properly stacked. Nothing heavy should be displayed at height. Equipment should be placed out of walkways to ensure they are not knocked over by attendees.**  | **1** | **3** | **3** |  |
| Fire and electrocution risk from electrical equipment (Laptops used for sign up) | Potential fire or electric shock when using electrical equipment or damaged electrical wires | Members and attendees if fire spreads. | **1** | **3** | **3** | **Make sure electrical wires are stored safely, in good condition, and members are aware of fire exits.**  | **1** | **3** | **3** |  |
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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 manager’s signature: | Responsible manager’s 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 |