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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Premium Bunfight Stall** | **Date** | **22/09/2018** |
| **Club or Society** | **SUHPS** | **Assessor** | **Richard Emblem** |
| **President or Students’ Union staff member** | **Maria Stagno Navarra** | **Signed off** | **22/09/2018** |

| ***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, entrances and around the edge of stall area, especially as stall is situated in a central location that tends to be very busy throughout the day.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** | **Society representatives will not block walkways when engaging with attendees; Early access available to Enabling registered students.** **Ensure stall itself and features inside never blocks surrounding pathways.** | **2** | **3** | **6** |  |
| Manual handling | Risk of Musculoskeletal injuries, cuts, bruises and crushing. This is especially likely if moving the submarine as it is a cumbersome irregularly shaped object. This is also likely when society members are demonstrating the workings of the submarine and systems to students. | Students, staff | **3** | **3** | **9** | **Ensure that 2 people carry tables.****Work as a team of at least 4 when moving the submarine.****Make sure all demonstrators are well acquainted with the submarine and its parts so that misuse and inexperience do not result in injury.** | **2** | **2** | **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 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** |  |
| Submarines and systems on stand | Has some sharp edges which could cause minor cuts if touched | Attendees, Students, Staff | **3** | **2** | **6** | **Ensure that the submarine is not situated in the direction of peoples walking, if possible behind a barrier. Remove propeller from back end. Advise anyone approaching it not to touch it, preferably keep it out of reach of passing students.** | **2** | **2** | **4** |  |
| Submarine hull is made of fibreglass | If hull gets broken, some may fray off, can cause minor lung irritation | Attendees, students, staff | **1** | **2** | **2** | **Keep submarine on its carrier with the lid and access hatches closed whenever demonstrations are not happening.** | **1** | **2** | **2** |  |
| Stall on grassy area could be slip hazard | Slipping in a densely packed area (due to people and submarine parts) could cause moderate injuries.  | Students, society members, staff | **3** | **3** | **9** | **Advise all society members working at stall to bring suitable footwear, especially if the area is slippy due to recent rain. Ensure any areas where members need to move are clear of obstacles and trip hazards.**  | **2** | **3** | **6** |  |

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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 |