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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Bake sale to fundraise for SUHPS** | **Date** | **16/09/19** |
| **Unit/Faculty/Directorate** | **Faculty of Engineering and Physical Sciences** | **Assessor** | **Maria Stagno Navarra** |
| **Line Manager/Supervisor** |  | **Signed off** | ***Hayley Shepherd- External Engagement 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** |
| Improperly prepared food | Food poisoning | Persons consuming the food | 3 | 2 | 6 | Completion of level 2 Food hygiene course and general care when cooking food Make stall operators aware of the potential risksGood food preparation guidelines will be followed including: washing hands, using ingredients from a reputable supplier, long hair tied back, jewellery removed, clean bowls, surface & utensils. Protect food from cross contamination, cakes containing cream stored in fridge, food stored in sealable clean containers.People who are preparing and selling the cakes will not be suffering from any illnesses. Ask customer to take item they want, so avoid volunteers handling items and money | 1 | 2 | 2 | Make sure none of the stall operators are illAll stall holders and bakers will follow food safety and hygiene procedures: |
| Table and chairs | Bruising or broken bones from tripping over table and chairs. | Stall operators | 2 | 3 | 6 | Make stall operators aware of the potential risks | 1 | 3 | 3 |  |
| Knife for cutting food | Cuts on person | Stall operators | 2 | 2 | 4 | Make stall operators aware of the potential risks- where possible pre-cut cake Knife not to be left unattended and stored away safety when not in use. Use a knife suitable for the task and for the food you are cuttingCarry a knife with the blade pointing downwards.Sufficient space for staff to work safely. | 1 | 2 | 2 | All stall holders and bakers will follow food safety procedures: |
| Food | Choking on the food | Persons consuming the food | 1 | 5 | 5 | Make stall operators aware of the potential risks and ensure they know the Heimlich manoeuvre  | 1 | 3 | 3 | Seek assistance from SUSU ReceptionCall 999 as required |
| Food Poisoning  | Spreading of viruses or infections, people getting sick after consuming cakes  | Persons consuming the food | 2 | 2 | 4 | Make sure none of the stall operators are ill | 1 | 2 | 2 |  |
| Food | Allergic reactions to food  | Persons consuming the food | 2 | 5 | 10 | Provide a card for each food item with details of all the ingredients | 1 | 5 | 5 |  |
| Overcrowding | Physical injury  | Volunteers/passers-by/customers  | 1 | 3 | 3 | 1. Ensure enough volunteers to customers ratio (not too many volunteers)
2. Do not push/shove
 | 1 | 3 | 3 | 1. Request the forming of an orderly queue if necessary
2. Seek medical attention if problem arises
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| Incorrect manhandling | Physical injury  | Staff, visitors and volunteer helpers | 1 | 4 | 4 | Setting up tables will be done by organisers, moving submarine will be done by 4+ people | 1 | 4 | 4 | Ensure two people putting up and taking down table – remember to lift correctly. Seek assistance if in need of extra help from SUSU facilities staff |
| Tripping | People tripping on bags, wires, buckets, foods, and other objects left on the floor. Possibly tripping down the stairs. | Stall holder, member of public | 3 | 4 | 12 | Store all objects either on or underneath the table.Extra vigilance will be paid to make sure that any spilled food products are cleaned up quickly and efficiently in both areas. | 2 | 2 | 4 | Seek medical attention from Reception if in need |
| Cash being forcefully stolen | Lose our fundraising money. Get injured protecting the money | Stall holder | 2 | 4 | 8 | If threatened give the bucket up, prioritise own safety. Never leave the stall or money unattended. Keep money in sealed container/bucket | 2 | 3 | 6 | Alert campus security – call 3311. |
| Hot equipment for cooking food | Burning hands on cooking equipment | Stall holder, member of public | 3 | 3 | 9 | Take food in and out using tongs, place them where they will not be touched accidentally and use signs to ensure customers are aware of the danger | 1 | 3 | 3 |  |
| Trailing cables for electrical equipment | Tripping over wires causing injury | Stall holder, member of public | 3 | 2 | 6 | Run wires out of the way where possible and cover with bright tape | 1 | 2 | 2 |  |
| Electric shocks | Electric shocks requiring medical attention | Stall holder, member of public | 2 | 4 | 8 | Ensure proper function of all equipment, halt use if there are any doubts | 1 | 4 | 4 |  |
| Displayed submarine | Cutting skin on sharp components, tripping over carrier | Stall holder, member of public | 3 | 2 | 6 | Display out the way of people walking and discourage customers from touching it | 2 | 2 | 4 |  |

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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 |