ACTIVITY REGISTRATION

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| **1. PERSON CARRYING OUT ASSESSMENT** |
| **Name of Society** | **Date of Event** | **Name of Event** | **Assessed By [full name and committee] role of member responsible for event]** |
| Cameroon Catalyst | 15/11/20 | Walk for Water | Hamza Khan (President) |

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| **2. DESCRIPTION OF ACTIVITY (from start to finish, include storage, transportation if relevant, who will the event be opened too, content of event, sponsorship)** |
| Cameroon Catalyst members will be encouraged to join our individual fundraising day and walk a “challenge” distance (10-15km recommended distance) in whatever location they are in the world at the moment. Members will have a fundraising target of £50 which will be donated to the charity via JustGiving. Individuals will be planning their own routes with suggestions of routes being local parks and green spaces. Members are encouraged to take a route they know already and to walk. |

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| **3. LOCATION and SIZE (if venue Is not on campus, insert their COVID-enhanced risk assessment at the bottom of this document)** |
| **Campus** | **Building** | **Room** | **Venue name (if not on campus)** | **Number of attendees** |
| Off Campus |       |       | Not on campus - outdoors in various locations. | 1 (Each person will be walking individually) |

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| **4. How often is the activity being carried out?** |
| Once a day [ ]  Once a week [ ]  Once a month [ ]  Every 6 months [ ]  Annually [ ]  Other – give details: One off event |

Hazards summary

A hazard is defined as something with the potential to cause harm whilst harm is usually used in the context of pain and suffering to individuals it can also be used to describe the negative effects of a particular risk or objective being achieved such as an inability to achieve income or bad publicity.

Identify potential hazards consider all the activities within the event here is a list of potential hazards that **may** apply to your event. Select yes to those that apply.

**Please be aware that this is not an exhaustive list and there will be hazards identified to your event that are not listed above.**

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| **5. HAZARD SUMMARY** |
| **Accessibility** | Event unsuitable for persons with reduced mobility.  | **Mechanical** | None |
| **Manual Handling** | None | **Hazardous Substances** | None |
| **Electrical** | None | **Noise** | None |
| **Working at height** | None | **Extreme temperature** | Weather is changeable. Rain/wind are possible this time of year. |
| **Alcohol consumption** | None | **Controversial content** | None |
| **Confined space** | None | **Crowd control** | None |
| **Fire hazards** | None | **Fireworks** | None |
| **Food provision** | None | **Heating & ventilation** | None |
| **Hot water/liquids** | None | **Inflatables** | None |
| **Lasers** | None | **Layout & traffic routes** | None |
| **Lighting levels** | None | **Lighting systems** | None |
| **Marquees** | None | **Other temporary structures** | None |
| **Pulled muscles** | Potential for injury whilst walking. | **Pyrotechnics** | None |
| **Sanitation** | None | **Speaker/Panellist event** | None |
| **Seating arrangements** | None | **Use of portable tools/equipment** | None |
| **Vehicles, driving** | None | **Violence to attendees or staff** | None |
| **Welfare** | None | **Work with animals** | None |
| **Falling objects** | Outdoors so potential for natural falling objects  | **Pressure/steam** | None |
| **Trip hazards** | Suggested trails are parks / green spaces so there will be some natural trip hazards. | **Other – Please specify** | None |
| **Lone Working Permitted?** | **Yes** **[x]**  | **Permit-to-Work required for planned maintenance?** | **No** **[x]**  |

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| **6. Who might be harmed and how?**Identify people at your event who may be at risk from potential hazards here is a list of potential people that may apply to your event. |
| **Students** | Students taking part in the event may trip and fall, or get a walking injury such as a pulled muscle. They may also get wet and cold if weather is rainy. They may get tired and hungry also. | **Cleaners, engineers etc** |       |
| **Staff** |       | **Children / under 18’s** |       |
| **Contractors** |       | **Participants** |       |
| **Those with accessibility needs** |       | **Spectators** |       |
| **The public (non-ICU members)** |       | **Other** |       |

Risk Rating

Risk is the combined assessment of the likelihood and severity for any given hazard, so therefore there are two elements that you will need to look at when assessing the level of risk:

**Risk Severity:** (the severity of any resulting injury or ill−health)

MINOR: Superficial injuries - cuts, bruises, mild skin irritation, mild aches and pains − requiring first aid only. Minor property damage.

SERIOUS: More serious injuries or ill-health, requiring time off work or study or a hospital visit, e.g. burns, sprains, strains and short-term musculoskeletal disorders, cuts requiring stitches, back injuries, fractures to fingers or toes. More serious property damage.

MAJOR: Broken limbs, amputations, long-term health problems resulting from work, or acute illness requiring medical treatment, loss of consciousness, serious electric shock, loss of sight. Major property damage.

FATAL: Injury or ill-health which leads to death either at the time or soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers.

**Risk Probability:** (the likelihood of the hazard causing harm).

VERY UNLIKELY: Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.

UNLIKELY: Reasonable control measures are in place, but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity / this situation is unlikely.

POSSIBLE: Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity / this situation sometimes arises.

LIKELY: Poor or no controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / this situation often arises.

Use this matrix to find your risk score for each identified hazard:

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|  | RISK SEVERITY |
| MINOR | SERIOUS | MAJOR | FATAL |
| RISK PROBABILITY | VERY UNLIKELY | 1 | 2 | 3 | 4 |
| UNLIKELY | 2 | 4 | 6 | 8 |
| POSSIBLE | 3 | 6 | 9 | 12 |
| LIKELY | 4 | 8 | 12 | 16 |

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| **7. Brief description of the activity/procedure (in steps)** | **Potential hazard** | **Existing and additional controls required** | **L** | **S** | **Risk ratting** **Likeliness x Severity = RR** |
| **Remote event** |
| Student walking along their chosen route. | May get lost. | Students recommended to walk with another member of their household. They are also recommended to walk a route they are already familiar with and to take their mobile phone and other suitable mapping equipment with them. | 2 | 1 | 2 |
| Students walking along chosen route. | Injury from a pulled muscle, tripping up. | Students reminded to choose an easy route that they know well. Students recommended to walk with another member of their household. Students reminded to check weather conditions before walking and to always have a rain coat with them.  | 3 | 2 | 6 |
| Students walking along chosen route. | May get cold/wet or hungry and tired. | Students reminded to check weather conditions before walking and to always have a rain coat with them. Also reminded to eat breakfast before the event and to take a snack bar with them. Students also reminded to choose a walking distance that they know is achievable, 10-15km is the recommended distance but not required to participate. | 3 | 1 | 3 |
| **COVID-19 Specific risks** |
| Students walking along chosen route. | Unable to keep to safe social distancing from members of public. | Wear face covering if in a busy area.Choose a route that is not too busy. | 1 | 3 | 3 |
| Students opening gates on their chosen path. | Particpants may come into contact with contaminated surfaces. | Members reminded to take hand sanitiser. | 1 | 3 | 6 |

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| **8. Are extra precautions needed? If no, please tick box and move onto next section** **[x]**  |
| **If yes, please describe** | **Who has been asked to do this?** | **By what date?** |
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| **9. EMERGENCY ACTIONS** |
| Name of First Aiders Present: Hamza KhanIf no first aider is present, what action will be taken if First Aid is required?Members reminded to have another member of their household with them and will be told to act calmly if First Aid is required. Members will have mobile phones with them to call emergency services if required. |
| **10. Monitor and review** |
| Controls should be monitored: daily [ ]  weekly [ ]  monthly [ ]  6 monthly [ ]  annually [ ]  other [x] I will review this risk assessment at least every 6 months [ ]  every 12 months [ ]  **Immediately in the event of process / location change or incident or accident** |

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| **11. Specialist training record –** use this section to record the names and date of any persons with specialist training which are required to attend your event. |
| Name | Qualification required | Date of qualification expiration |
|       |       |       |

**Attach any external supplier and venue risk assessments below.**