|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Bunfight 2018** | **Date 25/08/2018** |  |
| **Club or Society** | **Southampton University Feminist Society** | **Assessor** | **Melsa Bicer - VP** |
| **President or Students’ Union staff member** |  | **Signed off** |  |

| ***PART A***  |
| --- |
| **(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** |
| Physical exhaustion  | Passing out, fatigue | Committee members | **2** | **2** | **4** | **Rota will be shared between six committee members** | **1** | **1** | **1** | There will be a limit of two hours maximum per committee on stall |
| Dehydration | Passing out | Committee members | **1** | **1** | **1** | **Committee members will be instructed to eat and drink efficiently before they start their shift** | **1** | **1** | **1** | Committee members will be instructed to have water and food in their own bags |
| Tripping | Falling over, broken limb | Committee members, people in the vicinity | **1** | **1** | **1** | **No cables will be used to charge the electronic items on the stall** | **1** | **1** | **1** | All electronics will be charged the night before, so they will have no need for cables in the first place |
| Spilling water on electronic items  | Electric spark | Committee members, people in the vicinity | **2** | **2** | **4** | **All liquids by committee members will be kept in their bags**  | **1** | **1** | **1** | We will also ask people in the vicinity who have open liquids to put it in their bags and close the lid |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***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** |
| 1 | President and VP will ask members what time they are happy with and assign them shifts that fits in with their day. No cost | President and VP  | 26/09/2018 | 25/09/2018 | Committee will let us know if they are happy with the times given and if they feel tired |
| 2 | People will be given a sheet of what they need so they will not experience dehydration Cost dependent on each member | Whole committee  | 26/09/2018 | 25/09/2018 | Committee will figure out how much food & drink they need to feel healthy and active |
| 3 | No cables will be in or outside our bags. Everything will be charged overnight. We will test the electronics with different settingsNo cost | Committee  | 26/09/2018 | 25/09/2018 | See which electronics are more efficient, easier and last the longest so we will use them for the whole duration of bunfight without any issues |
| 4 | Liquids will always be kept on each committee member. We will ask any open containers to be put away and covered No cost | Committee  | 26/09/2018 | 25/09/2018 | Give people knowledge that this is dangerous to everyone in the vicinity. See as little open containers as possible |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member signature: Melsa Bicer | Responsible committee member signature: Fleur MacInnes |
| Print name: Melsa Bicer | Date: 25/08/2018 | Print name: Fleur MacInnes | Date: 25/08/2018 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| 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 |