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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Concourse Fundraiser for the Catwalk 4 Consent** | **Date** | **18/02/2020** |
| **Club or Society** | **Southampton University Feminist Society** | **Assessor** | **Abbie Coppell - VP** |
| **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** |
| 1. Physical exhaustion | Passing out, fatigue  | Committee members  | **2** | **2** | **4** | **A rota will be created and shared between 4 members.** | **1** | **1** | **1** | The rota will consist of compulsory breaks, which will be 15 minutes. As well there will be a limit of two hours maximum per committee on stall.Seek medical attention from SUSU Reception if in need |
| 2.Tripping | Harm to bodyConcussionBroken bonesFalling over | Committee membersPeople in the surrounding area | **1** | **1** | **1** | **Keep the floor clear around the table No cables will be used to charge any electrical items.** | **1** | **1** | **1** | All electrical items will be charged the night before. Thus, no cables will be required at all.Seek medical attention from SUSU Reception if in need  |
| 3.Dehydration | Passing outFatigue | Committee members | **1** | **1** | **1** | **Committee members will be reminded to eat and drink efficiently before their shift on the stall.****Also be reminded to adhere to the rota.** | **1** | **1** | **1** | Committee members will be instructed to have water and food in their own bags. Of which they can use during their break away from the stall outside.They will also be reminded to take breaks.Seek medical attention from SUSU Reception if in need |
| 4.Water spilt onto electrical items | Electric spark | Committee membersPeople in the surrounding area | **2** | **2** | **4** | **All liquids will be far away from any electrical devices. They will be kept in the members’ 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. Seek medical attention from SUSU Reception if in needCall 999 as required. |
| 5. Cash being forcefully stolen | Lose our fundraising money. Get injured protecting the money | Stall holders – which are the society’s committee members | **2** | **4** | **8** | If threatened give the bucket up, prioritise own safety. Ensure donation buckets are on the table at all times and never left unattended.Sealed buckets to be provided by student activities team for event. | **2** | **3** | **6** | Alert campus security – call 3311.Bring the sealed donation bucket back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |
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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** |
| 1 | President alongside the VP will discuss with members what times they are happy with and with that information shifts will be assigned.No cost. | President and Vice President | **07/02/2020** | **07/02/2020** | Committee will let us know if they are happy with the times given and if they feel tired/any changes that need occurring. |
| 2 | No cables will be in or outside our bags. Everything will be charged overnight ready for the morning. We will test the electronics with different settings. beforehand.No cost | General committee  | **07/02/2020** | **07/02/2020** | By testing each electrical device, we will conclude which device is the most efficient and has the longest charge. We will then use those devices for the whole bunfight, knowing they will not cause any issues. |
| 3 | People will be given a sheet of what they need to bring so they will not experience dehydration.Cost dependant on each individual member. | General committee | **07/02/2020** | **07/02/2020** | Committee members will figure out how much food and water they require and need in order to be satisfied, healthy and active. |
| 4 | Liquids will always be kept on each committee member, in their bags far away from the stall. We will ask any open containers to be put away and covered.No cost  | General committee | **07/02/2020** | **07/02/2020** | Committee will be informed of the dangers to themselves and people in the surrounding area. We will see as little open containers as possible. |
| 5 | At least two committee members will always be at the stall, keeping an eye on the bucket. | General committee | **07/02/2020** | **07/02/2020** | Committee will be reminded that their own safety is priority if threatened. All committee members will also have campus security phone number on their contacts in case. |
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| Responsible committee member signature: Abbie Coppell | Responsible committee member signature:  |
| Print name: Abbie Coppell | Date: 07/02/2020 | Print name: Halima Jibril | Date: 07/02/2020 |

**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 |