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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Bunfight Stall** | | **Date** | **30/08/2018** |
| **Club or Society** | **Games Soc.** | **Assessor** | **Felix Bradley** | |
| **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** |
| Overcrowding | Pushing and shoving; bruising, grazing or other injuries if pushed into objects; panicking. | Attendees, students, staff. | **2** | **3** | **6** | **Ensure a maximum of three at the stall at a given time, ensure that stall staff do not block passages, set up stall before the event starts.** |  |  |  | Ensure that ample space is provided for attendees and stall staff to feel comfortable within, encourage attendees to visit the stall via a queue. |
| Handling heavy objects | Risk of injuries such as bruising or cuts; severe injuries may include crushing. | Students, staff. | **3** | **3** | **9** | **Ensure that two people carry heavy objects such as tables to reduce the risk of dropping.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311. |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff. | **1** | **4** | **4** | **Ensure that food is packaged separately, and that people only eat food which contents they know of. Encourage people to clean hands after eating.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311. |
| Fire | Minor to severe burns, smoke inhalation. | Attendees, students, staff. | **1** | **5** | **5** | **Make sure stall staff are fully aware of the building’s fire safety regulations and fire exits.** |  |  |  | In the event of a fire, ensure the fire alarm is pulled. Emergency services can be contacted on 999 or security could be called on: 02380 593311. |
| Tripping over objects or debris | Risk of injuries such as bruising; in rare circumstances, injuries such as concussions. | Attendees, students, staff. | **4** | **1** | **6** | **Ensure that no small objects (such as bags, boxes or chairs) are left in spaces that are often traversed and are moved out of the way and off the floor.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311. |
| Wet floor | Slipping, risk of injuries such as bruising; in rare circumstances, injuries such as concussions. | Attendees, students, staff. | **2** | **1** | **2** | **If a wet floor is noticed, a wet floor sign should be placed immediately. If possible, clean it immediately to avoid an incident.** |  |  |  | If situation requires emergency services can be contacted on 999 or security could be called on: 02380 593311. |
| Physically-broken equipment | Injuries such as cuts on jagged or broken edges, electrical shock on faulty electrics. | Students, staff. | **1** | **4** | **4** | **Ensure that all equipment is checked before using, and that any broken equipment is replaced where possible and reported where not.** |  |  |  | Replace broken equipment or restrict access to any broken equipment that cannot be replaced. |

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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** | |
|  | Ensure that all members of committee know the emergency contact numbers and the procedure to follow in case of emergency | Alister James | 26th September 2018 | | 26th September 2018 |  | |
|  | Ensure all members of committee know the fire safety procedures of the current room | Felix Bradley | 26th September 2018 | | 26th September 2018 |  | |
|  | Ensure that all equipment being used by the stall is not broken and safe to handle. | Andrew Jones | 26th September 2018 | | 26th September 2018 |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Felix Bradley: | | | |  | Alister James: | |  |

**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 |