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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Build Session RA**  | **Date** | **10/12/22** |
| **Unit/Faculty/Directorate/Club or Society**  | UoS Soapbox Racing Society | **Assessor** | Michael Grubb  |
| **Line Manager/Supervisor/President**  | President - Michael Grubb | **Signed off** |  ***(Requires sign off by an 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** |
| Hand Tools – inc screwdrivers, saws, ect | Minor Injuries including cuts, scrapes and bruises | Society members | **2** | **2** | **4** | **Appropriate training will be given by an experienced member before being allowed to use tools** | **1** | **2** | **2** | President will be responsible for having a first aid kit available at all session. For more severe injury’s 999 or 111 will be used. Any injurys will be reported to SUSU: <https://www.susu.org/groups/admin/howto/>protectionaccident. |
| Crash during testing | Bruises, cuts or scrapes may result from crash.  | Society members and those nearby | **2** | **3** | **6** | **Route will be scouted with members located along route to ensure no members of the public are nearby and in danger. Protective equipment including helmet, gloves and kneepads will be provided. Sharp edges of the cart have been covered with foam to reduce possible injury. Testing will be carried out on public land and only when no members of the public are in the proximity, mobiles will be used to coordinate with martials along the testing track. Kart will be tested during a scrutineering stage prior to testing.**  | **3**  | **2** | **6** | President will be responsible for having a first aid kit available at all session. For more severe injurys 999 or 111 will be used. Any injurys will be reported to SUSU: <https://www.susu.org/groups/admin/howto/>protectionaccident. |
| Power Tools – inc drills, angle grinders, jigsaws | Cuts and minor injuries | Society members | **1** | **3** | **3** | **Protective glasses are provided. Training and oversight will be provided by committee members prior to use of tools, during sessions as and when neccissary. Tools will be checked by a committee member prior to use at each session, appropriate fixes will be carried out by an experienced individual, from external company if required.** | **3** | **2** | **6** | President will be responsible for having a first aid kit available at all session. For more severe injurys 999 or 111 will be used. Any injurys will be reported to SUSU: <https://www.susu.org/groups/admin/howto/>protectionaccident. |
| Fire | Burns/ damage to property | Session attendees | **1** | **4** | **4** | **First Extinguishers and fire blankets will be available during all indoor session, with their location made known to responsible members of the committee.**  | **2** | **3** | **6** | Any fire that cannot be controlled will be reported to 999, and any injury’s dealt with and reported to SUSU immediately. <https://www.susu.org/groups/admin/howto/>protectionaccident. |
| Covid | Transmission of COVID-19 – illness | Session Attendees | **3** | **1** | **3** | **Members will be advised not to attend if feeling unwell/ showing symptoms. Members are allowed to wear masks as a personal choice and hand sanitiser will be available to sanitise equipment** | **3** | **1** | **3** | Advise those in contact to test at the next opportunity |
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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 | Review Risk Assessment prior to builds and with the purchase of new equipment | Committee | Ongoing | Ongoing |  |
| 2 | Check and restock first aid kit  | Vice President | 1/10/22 | 7/10/22 | Complete |
| 3 | First Aid training should be undertaken by a member of the committee at the next opportunity | Committee member | 1/10/22 | 7/10/22 | Complete |
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| Responsible committee member signature:  |  Responsible committee member signature: |
| Print name: **Michael Grubb** | Date:10/12/22 | Print name: JOSH DOUGLAS | Date: 10/12/22 |

**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 |