|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Gardening, Planting and Growing** | | **Date** | **11/04/20** |
| **Society** | **Campus Collective** | **Assessor** |  | |
| **President or SU staff member** | ***Benedict Hollamby*** | **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** |
| **Equipment –**  Gardening tools | Injury | Users and those nearby | **2** | **2** | **4** | Talk about safety, supervise use, make sure there is adequate space to use any tools. | **1** | **2** | **2** |  |
| **Equipment –** Trips, slips, falls | Injury to head or limbs, concussion. | All in vicinity | **3** | **3** | **9** | Equipment kept away from walkways, on tables and out of the way. Make sure there is space to put items and monitor those attending to make sure items are not put in locations which could cause trips. Monitor weather conditions where necessary and make adjustments to ensure continued safety. | **2** | **1** | **2** | Ensure locations used are suitable and accessible to minimise any excess risk. |
| **Equipment –** Heavy lifting / manual handling | Back strain, other injury | User | **3** | **3** | **9** | Ensure only suitable weights are lifted when absolutely necessary. Ensure good lifting practice is used and make sure only weights that are manageable are lifted by individuals. | **1** | **2** | **2** | Use vehicles or tools where possible and make sure heavy things are kept close to where they are needed. |
| **Event -** Damage to university property | Damage to property, financial loss, disrepute of society | User | **2** | **4** | **8** | Monitor members and attendees to ensure all behaviour is safe and sensible. Hold events in suitable locations. Make sure any mess is cleaned up. | **1** | **1** | **1** |  |
| **Event -** Preparing, cooking food and drink | Food poisoning  Contamination of food  Uncooked Food | User | **3** | **4** | **12** | Ensure food is only cooked by those with a food safety certification. | **2** | **2** | **4** |  |
| **Event –** Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | All | **3** | **3** | **9** | The Students’ Union and the Committee will continue to monitor weather conditions prior to the event taking place | **1** | **2** | **2** | If weather is deemed adverse (unfavourable or harmful) the event will be cancelled and rearranged for a later date. |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**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 |