| **Risk Assessment** |
| --- |
| **Risk Assessment for the** **activity of** | **Pumpkin Carving** | **Date** | **15/10/2021** |
| **Club or Society** | **Campus Collective** | **Assessor** |  |
| **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** |
| COVID Safety Measures | Catching COVID | Attendees and potentially people they are around (e.g. housemates)  | **2** | **4** | **8** | Make sure that there is hand sanitiser in place.Remind people to take a test before they enter the venue.Remind people they can wear facemasks.Allow for social distancing for people who wish e.g. separate tables. | **3** | **2** | **6** | Ensure that we tell attendees to comply with government and uni COVID safety guidelines before, after and during the event. |
| Sharp implements | Cuts, other injury  | Users of the implements | **4** | **2** | **8** | Ensure the area is adequately lit and implements are not excessively dangerous. Instruct participants on how to use implements at the beginning of the session. Confirm the location of first aid before the session starts. Knives not to be left unattended and stored away safely when not in use. Use a knife suitable for the task and for the food you are cuttingCarry a knife with the blade pointing downwards.Attendees using tools will be supervised at all times, any inappropriate use of tools will be stopped immediately Sufficient space for staff to work safely.Prevent trip hazards. | **3** | **2** | **6** | Ensure safe behaviour is maintained, ask anyone who is not behaving safely to leave the event. Seek assistance from SUSU Reception.Call 999 as required. |
| Making and distribution of food products | Illness/ food poisoning/allergies | Anyone who eats the food | **1** | **3** | **3** | **Cooking and distribution of the food will be handled by The Bride Kitchen Staff**Ensure that only those with food safety certification prepare the food, provide sanitising facilitiesMake stall operators aware of the potential risksGood food preparation guidelines will be followed including: washing hands, using ingredients from a reputable supplier, long hair tied back, jewellery removed, clean bowls, surface & utensils. Protect food from cross contaminationPeople who are preparing and selling the food will not be suffering from any illnessesA list of ingredients of the food items to be kept at the stall.If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:‘Products may contain nuts or nut extract…’ | **1** | **3** | **3** |  |
| Tea lights | Burns | Users and those near-by.  | **4** | **2** | **8** | Ensure only executives light the tea lights and that pumpkins are not moved when lit. Potentially use electrical tea lights. | **2** | **2** | **4** | Seek assistance from first aid.Call 999 as required. |
| Bags/Coats | Prevent trip hazards | Users and those near-by.  | **3** | **2** | **6** | Store all objects either on or underneath the table.Keep walkways clear.Remind everyone throughout the event. | **1** | **2** | **2** | Make sure behaviour is safe and people are keeping the areas clean. |
| Pumpkin Insides | Slip hazard. | Users and those near-by.  | **3** | **2** | **6** | Cover tables with a cloth to soak up moisture and reduce the amount of pumpkin falling onto the floor.Member of the committee will be around to clean up and supervise tables.Extra attention to trip hazards. | **1** | **2** | **2** | Make sure behaviour is safe and people are keeping the areas clean. |
| Overcrowding | Physical injury  | Volunteers/passers-by/customers  | **1** | **3** | **3** | Ensure enough volunteers to customers ratio (not too many volunteers)No pushing/shoving.Keep walkways and workstations clear. | **1** | **3** | **3** | 1. Request the forming of an orderly queue if necessary
2. Seek medical attention if problem arises
3. If large crowds form, barriers can be requested by the SUSU facilities team (if available on the day) to assist with queue management.
 |
| Incorrect handling | Physical injury  | Staff and volunteer helpers | **1** | **4** | **4** | Setting up tables will be done by organisers. | **1** | **4** | **4** | Ensure two people putting up and taking down the table – remember to lift correctly. Seek assistance if in need of extra help from SUSU facilities staff |
| Heavy Pumpkins | Physical injury  | All attendees | **1** | **2** | **2** | Make sure behaviour is safe and people are keeping the areas clean. | **1** | **2** | **2** | Seek medical attention if a problem arises. |

| ***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 | Adequate lighting to be procured | The Bridge Venue |  |  |  |
| 2 | Remind everyone to keep bags and other items away from the general walkway and work station | Committee members |  |  |  |
| 3 | Create ingredients list and labelling + handle food according to food safety standards | The Bridge Staff |  |  |  |
| 4 | Confirm First Aid provision with site/event organisers | Committee members |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible committee member signature: Manisha Gurung | Responsible committee member signature: Corin Holloway |
| Print name: MANISHA GURUNG Date: 21/10/2021 |  | Print name: CORIN HOLLOWAY | Date: 21/10/2021 |

**Assessment Guidance**

**.30**

| 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.  |



| 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 |