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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Fresher’s Scavenger Hunt** | | **Date** | **05/10/21** |
| **Unit/Faculty/Directorate** | **Wildlife Society** | **Assessor** |  | |
| **Line Manager/Supervisor** |  | **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** | |
| Obstructions.  Build-up of rubbish/debris.  Uneven surfaces during the trail. | Slips, trips and falls;  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures | | Attendees, students, staff | | **3** | | **2** | | **6** | | **No items to be on the floor at the front of the stall;**  **Rear/sides of stall to be kept tidy;**  **Attendees advised to be careful on the trail/when walking around campus and the stairs to be kept clear of obstructions.** | | **2** | | **2** | | | **4** | |  |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | | Students, staff | | **3** | | **3** | | **9** | | **Ensure that 2 people carry tables;**  **Work in teams when handling other large and bulky items;**  **Liaise with Union staff in advance of transporting large items within a venue;**  **Utilise lift facilities wherever possible and avoid use of stair cases for bulky items.** | | **3** | | **2** | | | **6** | | Union Facilities Team to support movement of large items through or use of Union facilities trolleys or goods lifts. |
| Exhaustion | Risk of injury or poor health | | Stall holders; students | | **2** | | **3** | | **6** | | **Stall holders to ensure rota to cover event period;**  **Stall holders to factor in appropriate breaks;**  **Stall holders to be reminded to bring water or appropriate drinks**  **Attendees to be advised to take the hunt at their own pace and to not put themselves at risk.** | | **1** | | **3** | | | **3** | |  |
| Management of student information | Loss of data; Misuse of data; GDPR breach | | Students | | **2** | | **4** | | **8** | | **Stall holders to ensure membership options on the Union’s website are up to date;**  **Stall holders to ensure that membership sign-ups are facilitated through Union website;**  **Stall holders to utilise ‘interested membership’ option for students not ready to commit to membership;**  **Stall holders not to utilise any additional or paper-based recording systems;**  **Stall holders to ensure their privacy notice linked to membership is up to date on the Union website.** | | **1** | | **4** | | | **4** | |  |
| Food allergies | Risk of allergic reaction to ingredients in food. | | Attendees, students, staff | | **3** | | **4** | | **12** | | **Only individually wrapped, store-bought items to be available on stalls;**  **A list of ingredients of the food items to be kept at the stall;**  **Representatives to ask attendees if they have any allergies and clearly direct to ingredient lists;**  **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** | | **4** | | | **4** | |  |
| Bowl of sweets - Potential transmission of COVID-19 | Potential of catching and transmission of COVID-19 | | Freshers, attendees, Committee members | | **3** | | **4** | | **12** | | **Use individually wrapped sweets, provide hand sanitizer to be used before handling sweets. Encourage social distancing.** | | **1** | | **4** | | | **4** | |  |
| Items of interest e.g fossils, posters and trinkets on table | Potential transmission of COVID-19 if handled | | Freshers, attendees, Committee members | | **3** | | **4** | | **12** | | **Provide hand sanitizer, encourage minimal handling of items if at all. Encourage social distancing.** | | **1** | | **4** | | | **4** | |  |
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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** | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | | | Date: | Print name: | | Date |

**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 |