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| Work/Activity: Bunfight 2018 | | | |
| History Society’s participation at the SUSU 2018 Bunfight (Clubs & Societies Fayre) on Wednesday 26th September from 10.00 to 16.00 on Highfield Campus.  Charlotte Bonham, Lauren Scanlon, Natasha Polston, Sophie Provins, Freya Wenstrom, Ben Brown, Ellena Lockyer, Alex Welsh and Kate Dunn will work together on the History Society’s stall in an attempt to encourage new students to join the History Society. | | | |
| Group: | Assessor(s): [ risk assessor] | | Contact: [e-mail] |
| Guidance/standards/Reference documents | Competence requirements | | |
| [Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.]  [e.g]   * http://www.hse.gov.uk/Risk/faq.htm | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] | |
| **Myself (Sophie Provins- Welfare Officer of HistSoc), Charlotte Bonham (President) who is first aid trained and Alex Welsh (Sports Rep) who is also first aid trained. We will be making sure the event runs smoothly with as few incidents as possible.**  **We will abide by the health and safety rules set out by the university by ensuring that no fire doors are blocked when setting up and only having three committee members on the stall at the same time.** | **Alex Welsh has a St John’s Ambulance First Aid Qualification.**  **Charlotte Bonham has a RYA approved First Aid Qualification.**  **All of members of the committee will be sensible and ensure that the risk of an accident is reduced by being vigilant in the measures stated in the table below.** | |
| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.] |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 | check SA/DM |
| Slips, trips and falls | Obstructions.  Build-up of rubbish/debris.  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures | Attendees, students, staff | No items to be on the floor at the front of the stall. Rear/sides of stall to be kept tidy. We will not use cables. | 3 |  | All representatives of the club/society. | 3 |  |
| Overcrowding | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Attendees, students, staff | A maximum of 3 club/society representatives to be at the stall at any one time;  Representatives will not block walkways when engaging with attendees; Early access available to Enabling registered students | 4 |  | All representatives of the club/society. | 4 |  |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Students, staff | Ensure that 2 people carry tables.  Work in teams when handling other large and bulky items. | 4 |  | All representatives of the club/society. | 4 |  |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff | A list of ingredients of the food items to be kept at the stall.  Representatives to ask attendees if they have any allergies.  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…’ | 3 |  | All representatives of the club/society. | 3 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| Union Southampton H&S manager (where applicable): | Date: |  |

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| Likelihood | | | |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood | |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact | |
| Level | **Description** |
| High (3) | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support. |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |