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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Clubs & Societies Fair Stall** | | **Date** | **25/08/2021** |
| **Club or Society** | **Ghanaian Society Southampton** |  |  | |
| **Name of Committee member completing form** | **Jade Addae-Bosompra (President)**  **Daniel Boadi (Vice President)** | **Signed off** | **Daniel Boadi** | |

| ***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. | * Slipping * Tripping * Falling * Risk of Minor Injuries: Grazes * Cuts * Bruising * Major injury: Fractures, concussion | * Attendees * students * staff * members of public | **3** | **4** | **12** | **Space allocated to stalls to allow for movement of stall holders;**  **Stalls placed a considerable distance away from each other.**  **Rear/sides of stall to be kept neat.**  **Packaging/transport cases to be stored away from the stall.** | **2** | **2** | **4** | If one sees rubbish placed near the walkway at the time of the event then representatives must remove them immediately to prevent injury. |
| Overcrowding | There may be limited space in areas allocated to walk in, doorways and rooms.  Risk of Students reacting poorly, dangerously and panicking due to limited space.  Crushing against surrounding objects and infrastructure. Violent behaviour. | Attendees, students, staff, member of public | **3** | **4** | **12** | **A maximum of 3 club/society representatives to be at the stall at any one time;**  **Representatives must not block the walkways when talking to attendees**  **Representatives to remain behind/within stall area during event;**  **No flyering or promotional activity outside of stall area from representatives.**  **Early access available to Enabling registered students.** | **2** | **3** | **6** | Union staff to monitor and ensure that there is compliance with limit of 3 representatives in attendance;  Representatives must have wristbands to show that they are active at any one time  Stall holders to be made well aware that stalls will be removed if risk assessments are not followed. |
| Manual handling  Carrying things above head  Stepping on platforms to reach things | Falls,  small bruises and  cuts,  sprained ankles,  broken bones  back injury  sprained hand | People at the event  People near the manual handling  People/person involved in the manual handling  Encouraging people to be careful at all times  Calling emergency services immediately should the need be.  Not carrying heavy objects  Not allowing people with Injuries to carry heavy objects | **3** | **3** | **9** | Ensure that 2 people carry tables at one time.  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.  Safety kit should be present at the venue at all times and the committee member must qualified to treat injuries such as those listed (Jade Addae who has undergone health safety through a track and trace course will be there to help any casualty until help arrives) in the next couple of days that they go to the hospital or GP.  If it seems that the person is in extreme pain (broken bones) an ambulance would be called. | **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.  Falling.  Dizziness | * Stall holders; students | **2** | **3** | **6** | **Stall holders to ensure rota to cover event period to stop them from getting too tired.**  **Stall holders to consider and take breaks;**  **Stall holders to be reminded to bring water or appropriate drinks** | **1** | **3** | **3** | Ensure stall holders ask one another of they are doing okay or of they are tired so that they can swap roles. |
| Management of student information | * Loss of data. * Misuse of data. * GDPR breach.   e.g sharing information or confirming personal information without consent | * Students * attendees | **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** | Always ask permission before confirming or taking personal derails.  The ambulance will be called immediately by a member of the committee  Jade Addae/Daniel Boadi |
| Food allergies | Risk of allergic reaction to ingredients in food.   * Anaphylactic shock, visit to the hospital * Rashes * Upset stomach * Bloated face * Vomiting | 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;**  **Admin Control**   * **Ensuring all members are aware of the ingredients in the food including nuts** * **Encouraging people to be careful about what they eat especially if they know they have allergies** * **Reminding people to carry Epi pens**   **The welfare officer will oversee calling the emergency services in case of a medical emergency**  **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** |  |
| Weaponry | Physical injury or harm  Psychological harm | Attendees, students, staff, members of public | **3** | **5** | **15** | **No weaponry to be present at event or on stalls (without specific express permission from Union and additional risk assessment measures), including all swords, knives, guns or similar items;**  **No ammunition or combustible items to be present at event or on stalls;**  **Any replica items on stalls to be explicitly and clearly labelled as such and secured to the stall so they cannot be removed by attendees;**  **Any transportation of replica items to be undertaken within appropriate storage so as not to cause alarm or concern.** | **1** | **5** | **5** | Explicit risk assessment additions to be put in place for any replica or similar items agreed with the Union.  We will bring no replicas of any sort of weapon\* |
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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** | |
| A | Most of the hazards are manageable by Admin Control | Jade Addae- Bosompra | 22/09/21 | |  |  | |
| A | Making sure that Vice President is aware of all the food/ingredients that the members are allergic to and taking extra precaution that it is not present in the food when handing out food. | Daniel Boadi | 22/09/2021 | |  |  | |
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| Responsible committee member signature: Daniel Boadi | | | | | Responsible committee member signature: Jade Addae-Bosompra | | |
| Print name: Daniel Boadi | | | | Date: 26/08/2021 | Print name: Jade Addae-Bosompra | | Date26/08/21 |

**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 |