|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Bunfight** | **Date** | **August 24, 2018** |
| **Club or Society** | **University of Southampton Japanese Society** | **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** |
| Member becomes sick during the event | Becomes worse throughout the BunfightMay need medical assistanceMay spread an infection | Person/people nearby (such as the public or other members)  | **3** | **2** | **6** | Admin controls (Have members inform of any sickness prior to the event and report symptoms throughout to allow different members to take over)Have replacements ready if neededUnderstand where to take the member if needed and where to get assistive supplies (like water) | **2** | **1** | **2** |  |
| Obstructions.Build-up of rubbish/debris. | Slips, trips and falls;Risk of Minor Injuries: Grazes, cuts and bruising.Major injury: Fractures | Person themselvesStudentsStaff | **3** | **2** | **6** | Make sure that the area around our station is well kept (no loose liquids or papers on the floor, etc.)Understand where to retrieve first aid in case of an injuryUnderstand where to go in case of a significant injury. | **2** | **2** | **4** |  |
| Member becomes stressed out or anxious at the event | Discomfort/painInability to keep going on with their jobStress | Person themself | **3** | **2** | **6** | Make sure that members understand that they have the ability to stop at any point and can leave at any point.Make sure that members are able to voice their concerns to other members if they need a break.Make sure that there are suitable replacements in place in such an event.Talk to members before hand and attempt to gain understand on who may be susceptible | **2** | **1** | **2** |  |
| Goods stolen at the bunfight (such as laptops etc.) | Loss of Information/good belonging to a member | Person who lost the itemMembers of SuJas  | **2** | **1** | **2** | Make sure that all items are kept within sight throughout the bunfightTry to keep any thing of value away from the bunfightMake sure that nothing is left unattended. | **2** | **1** | **2** |  |
| 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 | **3** | **3** | **9** | **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.** | **2** | **3** | **6** | Talk to members before hand and make sure they understand the risk of this and how to avoid it.Talk to neighbouring stalls to cooperate and reduce overcrowding. |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff | **3** | **4** | **12** | **Only individually wrapped, store-bought items to be provided.****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…’** | **1** | **4** | **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.** | **3** | **2** | **6** |  |

|  |
| --- |
| ***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 committee member signature: | Responsible committee member 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 |