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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SYFI Bake Sale** | | **Date** | **05/02/2019** |
| **Club or Society** | **Somali Society** | **Assessor** | Maryam Hussein | |
| **President or Students’ Union staff member** |  | **Signed off** | ***Hayley Shepherd (Activities Coordinator External Engagement)*** | |

| ***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** |
| Possible injury to fundraisers from lifting heavy objects | Muscle strains and injury | Students and fundraisers who are involved in any form of manual handling | **1** | **3** | **3** | **Most of the equipment being used will not be strenuous. When dealing with items such as tables, more than one person will be assigned** | **0** | **0** | **0** | Committee To seek support of SUSU Facilities team when setting up. (Contact Mike Nash-Lettings Office) |
| Food poisoning | Becoming ill due to food poisoning | Consumers of any baked produce.  Customers buying the cake | **2** | **3** | **6** | **Making sure to wash hands before coming into contact with ingredients**  **Wear gloves when serving the food**  **Make sure hair is tied back if you have long hair**  **Make sure food is covered and store it in the fridge if it is required** | **1** | **3** | **3** | Food Hygiene trained members of the committee will be present |
| Individuals involved in the event may trip over items or spillages | Falling and injury | People involved in producing, selling and buying our products. | **1** | **3** | **3** | **Remove hazards such as bags and equipment out of the way to avoid potential injury**  **Deal with spillages as soon as it occurs.** | **1** | **2** | **2** | No further controls |
| Possible burns due to contact with hot objects and food | A burn | Individuals involved in making baked goods | **2** | **3** | **6** | **Hot food will not be served**  **Ensuring those cooking are using ovens correctly and wearing oven gloves** | **1** | **3** | **3** | Seek first aid treatment if a burn occurs. |
| Choking | Difficulty breathing | Consumers of the food made | **2** | **5** | **10** | **People working in the stall are first aid trained**  **Encourage people to chew food properly** | **2** | **3** | **6** | Seek Support From SUSU reception (First Aid Trained)  Call 999 if required. |
| Allergies | Difficulty breathing, choking  Anaphylaxis | Consumers with food allergy | **3** | **4** | **12** | **Write down the ingredients in the food**  **Not include nuts in the food baked and specify if the ingredients have been in contact with nuts or other common allergens** | **2** | 3 | **6** | Food Hygiene trained members of the committee will be present |
| Theft | Loss of money for the charity  Possible harm to sellers | Sellers and the charity | **2** | **2** | **4** | **Secure the money in the buckets. Stall will not be left unattended and minimum of 2 people at the stand** | **1** | **2** | **2** | If there is a theft, report will be made by the committee members involved to the university security on campus and an alert to the community police officers |
| Overcrowding | Risk of slips trips or falls resulting in minor injuries. | Volunteers at the stall, customers | **1** | **2** | **2** | A queueing system will form to ensure that access routes aren’t blocked.  The stall will be sited away from emergency access routes. | **1** | **2** | **2** | No further control |

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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** | |
| 1 | No lifting of heavy objects | All | 05/02/19 | |  |  | |
| 2 | Food hygiene certificate completed | Faisa Warei | 05/02/19 | |  |  | |
| 3 | Stall holders must be made aware of risks of spillages and ensure area is kept tidy and hazard free | All | 05/02/19 | |  |  | |
| 4 | Handle food safely and with caution | All | 05/02/19 | |  |  | |
| 5 | First aid trained members of the committee will be present | Maryam Hussein  Faisa Warei | 05/02/19 | |  |  | |
| 6 | Secure money and if safety is compromised, give up the bucket. | All | 05/02/19 | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Maryam Hussein | | | | Date: 15/01/19 | Print name: Faisa Warei | | Date 15/01/19 |

**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 |