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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Refreshers Fayre 2020** | | **Date** | **28/01/2020** |
| **Unit/Faculty/Directorate** | **Ash Hunter** | **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** |
| Overcrowding | Injury to both the organiser as well as the public, depending how busy it will get. | Organisers and members of public | **low** | **low** | **low** | Ensure that it is clear and constantly communicated that people should line up if they wish to sign up, buy membership or simply visit our society stall. | **low** | **low** | **low** | Also communicating regularly how long it takes to sell membership, and the closing line so that people lining up are informed how much time there is left to buy membership from the stall, or explaining alternatively that they can purchase it online later on. |
| Food poisoning | Severe illness | Members of public and anyone else eating baked products or sweets given out in the fair to people buying society memberships. | **low** | **low** | **low** | Adherence to the food and safety hygiene practices, ensuring that all baked goods are prepared and stored in a clean environment. Also ensuring any snacks are sweets have been bought in sealed packaging that isn’t expired and has a use by date. | **low** | **low** | **low** | Having an experienced baker that has sold baked goods before and therefore has a good track record and understanding of reducing the risk of food poisoning. Also, the date and time the products were baked will be noted for each item. As well as that, the society also has a food and hygiene certificate approved by the university. |
| Cash handling for membership | Loss of money needed for the membership. | Organisers as well as the members of the public. | **low** | **low** | **low** | Any money boxes used to collect money for membership will be kept on the table and closely monitored by committee members and out of reach by members of the public. | **low** | **low** | **low** | Making sure that the money box is constantly monitored and placed within eye level, as well as making sure that transactions such as placing the money in the box is done in front of the stall owner. Also, having paypal or online payment options reduces the likelihood of dealing with cash a lot and not losing it. |
| Potential allergies in the food like nuts, milk, soy, gluten to snacks and sweets given. | An allergic reaction. | Members of the public and the volunteers. | **low** | **low** | **low** | All foods will be labelled and consumers will be informed of the potential risk. Potential allergens will be told to consumers beforehand, as well as actively asking members of the public if they have any allergies before something is handed out. | **low** | **low** | **low** | Completing and obtaining a health and safety level 2 certificate. This will ensure that a deeper knowledge and understanding of allergens on the part of the stall organiser, which will help in the prevention of potential allergen related hazards. |
| Table/ marquee collapsing/ faulty | Injury or major inconvenience. | Organisers and those in the vicinity. | **low** | **low** | **low** | Making sure that the table and marquee is properly secured and check with the maintenance team if it is secured. Check there isn’t any loose screws or nails that could also cause damage to the organisers and members of the public. | **low** | **low** | **low** | Constantly check the stability of the table and the marquees and do extra checks in case of adverse weather conditions. |
| Adverse weather conditions | Collapse of table and marquee and possible injury. | Organisers and those in the vicinity. | **low** | **low** | **low** | Checking with the main organisers of the event that the weather is suitable for a marquee and table to be allowed outside. If there are adverse weather conditions, make sure the event is held inside to prevent a potential marquee being placed and that could drop due to strong winds and rain. | **low** | **low** | **low** | Constantly checking the weather and if it changes and becomes worse, moving the location of the event to an inside facility or closing it off completely to prevent any potential damage should there not be any available space inside. |
| Physical games | Physical and mental exhaustion if the game requires one to exert themselves too much or needs stamina, potentially resulting in dizziness or fainting. | Members of the public | **low** | **low** | **low** | Using only simple games that do not require exertion like a board game or spin the wheel. Doing a precheck before the event to see if the game is suitable to use and trying it out to make sure it isn’t damaging. | **low** | **low** | **low** | Asking members of the public if they fully consent to playing a specific game we would organise for the stall, and constantly keeping an eye on them to make sure that they are not over exerting or tiring themselves out. |

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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 | Addressing and informing members of the public the ingredients in snacks and sweets we share to prevent allergic reactions. | Yusra | 31/01/20 | |  |  | |
| 2 | Making sure that the table and marquee has been safely set up and is not faulty. | Yusra | 31/01/20 | |  |  | |
| 3. | Keeping any games simple and safe and easy to use. | Yusra | 31/01/20 | |  |  | |
| 4. | Preventing any overcrowding by organising a suitable queuing system that is efficient and easy to follow. | Yusra | 31/01/20 | |  |  | |
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| Responsible manager’s signature: yusra | | | | | Responsible manager’s signature: | | |
| Print name: Yusra Ali | | | | Date: 29/01/20 | 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 |