|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | SULS Bunfight Stall | **Date** | 26/09/2018 |
| **Club or Society** | Southampton University Labour Society | **Assessor** | Joel Jordan |
| **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** |
| 1. Fire | Fatality or serious injuries requiring hospital admission or significant time off work.  | Those in the vicinity | **1** | **5** | **5** | Fire safety equipment is present and functional.The sports hall passes fire safety standards for an event of this nature. | **1** | **5** | **5** | Admin controls:Volunteers on the stall will be made aware of their nearest fire exit(s).A mobile telephone will be available to contact the emergency services.The walkway will not be obstructed by our stall, possessions or volunteers. |
| 2. Trips and falls | Very minor injuries e.g. slight bruising | UserThose nearby | **2** | **1** | **2** |  | **1** | **1** | **1** | Admin controls:The walkway will not be obstructed by our stall, possessions or volunteers. |
| 3. Use of blindfold in ‘pin the tail on the donkey’ activity | Very minor injuries e.g. slight bruisingInjuries e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  | User | **3** | **2** | **3** |  | **1** | **1** | **1** | Admin controls:A volunteer will supervise the user.The game will be kept away from obstructions and the walkway.The floorspace surrounding the game will be kept clear. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| ***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 | Volunteers will be made aware of their nearest fire exit(s). | Clara Pope-Sutherland | 06/09/18 | 26/09/18 | - |
| 1 | A mobile telephone will be available to contact the emergency services. | Clara Pope-Sutherland | 06/09/18 | 26/09/18 | - |
| 1-3 | The walkway will not be obstructed by our stall, possessions or volunteers. | Clara Pope-Sutherland | 06/09/18 | 26/09/18 | - |
| 3 | A volunteer will supervise the blindfold user. | Clara Pope-Sutherland | 06/09/18 | 26/09/18 | - |
| 3 | The blindfold game will be kept away from obstructions and the walkway. | Clara Pope-Sutherland | 06/09/18 | 26/09/18 | - |
| 3 | The floorspace surrounding the blindfold game will be kept clear. | Clara Pope-Sutherland | 06/09/18 | 26/09/18 | - |
|  |  |  |  |  |  |
| Responsible committee member signature: | Responsible committee member signature: |
| Print name: CLARA POPE-SUTHERLAND | Date: 18/08/18 | Print name: JOEL JORDAN | Date: 18/08/18 |

**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 |