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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Charity Book, Scrubs, and Labcoat Sale** | | **Date** | **23/09/2024** |
| **Unit/Faculty/Directorate** | **MedSoc** | **Assessor** | **Yasmine Hulf** | |
| **Line Manager/Supervisor** | **Mithu Sumeshkumar** | **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** |
| Slips, trips and falls | Minor injuries | Students | **2** | **1** | **2** | - All boxes and equipment to be stored away from main meeting area, e.g. stored under tables.  - Any cables to be organised as best as possible.  - Cable ties/to be used if necessary.  - Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  - Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  - Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs. | **1** | **1** | **1** | If residual risk is green, additional controls are not necessary. |
| Overcrowding | Reduced space in hallways and entrances. Risk of students panicking because of tight spaces/confinement and interrupting hospital staff. | Students | **2** | **1** | **2** | - Committee prechecking the room on space and access available.  - Ensure space meets needs of members considering the space accessibility.  - Committee to make reasonable adjustments such as forming a queue of people outside. | **1** | **1** | **1** | If residual risk is green, additional controls are not necessary. |
| Insufficient fire safety | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Students | **2** | **10** | **5** | - ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed. Keep the hallways as clear as possible to allow movement.  - Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | **1** | **5** | **5** | All incidents reported as soon as possible ensuring health and safety officer has been informed. Call emergency services and campus security. |
| Handling and storing money | Theft, loss or misplacement leading to financial loss. | Participants | **3** | **4** | **12** | Charity form completed and RAG approval for card machine to reduce cash handling. | **1** | **4** | **4** | If residual risk is green, additional controls are not necessary. |

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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 | Set up table for sale outside LT1, SGH | Yasmine Hulf and Olivia Rosenegk | 24/09/24 | 24/09/24 |  | |
| 2 | Organise a queue outside LT1 to sales desk | Yasmine Hulf | 24/09/24 | 24/09/24 |  | |
| 3 | MedSoc involved to read risk assessment prior to start | MedSoc | 23/09/24 | 23/09/24 | Complete | |
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| Responsible manager’s signature: | | | | Responsible manager’s signature: | | |
| Print name: Yasmine Hulf | | | Date: 23/09/24 | Print name: Mithu Sumeshkumar | | Date  23/09/24 |

**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 |