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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Generic Stall/Raffle Risk Assessment** | | **Date** | **27/11/2024** |
| **Unit/Faculty/Directorate** | **Southampton Marrow** | **Assessor** | **Joely Fake** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***Rosie Watson*** | |

| **Hazard** | **Potential Consequences** |  |  | | |  |  | | | **Further controls (use the risk hierarchy)** |
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|  |  |  |  |  |  | **Score** |
| Table and chairs | Bruising or broken bones from tripping over table and chairs. | Stall operators | 2 | 3 | 6 | Make stall operators aware of the potential risks  Ensure that 2 people carry tables.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items. | 1 | 3 | 3 | Seek assistance if in need of extra help from facilities staff if needed |
| Slips, trips and falls | Physical injury | Customers and volunteers | **1** | **4** | **4** | 1. All boxes and equipment to be stored under tables. 2. Floors to be kept clear and dry, and visual checks to be maintained throughout the event by organizers. 3. Extra vigilance will be paid to make sure that any spilled food products are cleaned up quickly and efficiently in both areas. | **1** | **4** | **4** | Seek medical attention from Reception if in need.  Fill out [SUSU Incident Report](https://forms.office.com/Pages/ResponsePage.aspx?id=-XhTSvQpPk2-iWadA62p2PcC9RGrdYtPljq8B5dtgmtUQ1I5TldQOVhFQkNZWElPTTc1N0dZOEE1My4u) in ALL cases of injury. |
| Volunteering | Harassment causing upset to volunteers; injury as a result of volunteering. | Volunteers and participants | **2** | **3** | **6** | Encourage volunteers not to engage with argumentative or harassing members of the public.  Give all volunteers prior notice of what their role will include and if any specific footwear or clothing is required |  |  |  | Ensure that all volunteers have a briefing from a RAG committee member |
| Money Storage | Loss of funds through theft or mishandling. | The society, members of the public. | **1** | **2** | **2** | **No physical cash handling at any events.** | **1** | **1** | **1** | If any issues occur we will report to SUSU for advice and guidance immediately. |
| Overcrowding | Physical injury | Volunteers/passers-by/customers | 1 | 3 | 3 | 1. Ensure enough volunteers to customers ratio (not too many volunteers)   Do not push/shove | 1 | 3 | 3 | 1. Request the forming of an orderly queue if necessary 2. Seek medical attention if problem arises 3. If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with queue management. |
| Incorrect manhandling | Physical injury | Staff, visitors and volunteer helpers | 1 | 4 | 4 | Setting up tables will be done by organisers. | 1 | 4 | 4 | Ensure two people putting up and taking down table – remember to lift correctly.  Seek assistance if in need of extra help from SUSU facilities staff. |
| Card machine being forcefully stolen | Lose our fundraising money. Get injured protecting the money | Stall holder | 2 | 4 | 8 | If threatened give machine up, prioritise own safety.  Ensure card machine is not never left unattended. | 2 | 3 | 6 | Alert campus security – call 3311.  Bring the card machine back to Engagement Office, Level 2, Building 42 at end of the event to be processed. |
| Fire | Inability to follow appropriate fire and evacuation protocols in buildings of events or meetings may lead to injury and discomfort. | Anyone in the building | **2** | **5** | **10** | Ensure members know where the nearest exit and meeting points are and where the nearest extinguisher is. | **1** | **3** | **3** | To minimise risk, members will be reminded of protocol and procedures regularly. Meetings and events on campus will only be in facilities where fire safety measures are implemented. |

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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 | Briefing for volunteers | President | | 29/11/24 | 29/01/25 |  | |
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| Responsible manager’s signature: **Rosie Watson** | | | | | Responsible manager’s signature: Joely Fake | | |
| Print name: Rosie Watson | | | Date: 27/11/24 | | Print name: Joely Fake | | Date: 27/11/24 |

**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 |