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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Woodmill Move** | | **Date** | **August/September** |
| **Unit/Faculty/Directorate** | **Harry Joyce** | **Assessor** |  | |
| **Line Manager/Supervisor** | **Kate Pearse** | **Signed off** |  | |

**Location:**

Woodmill activity centre

Southampton

Hampshire

SO18 2JR

**Nearby hospital:**

Tremona Road

Southampton

Hampshire

SO16 6YD

023 8077 7222

Note: We will be transporting equipment with vehicles and by walking

Note: The metal containers are rented from the university

| ***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** |
| Vehicle Travel to Woodmill | - Road accidents | - Attendees  - Members of the public | **2** | **5** | **10** | - Always follow the highway code.  - Do not drive having consumed alcohol.  - Ensure regular breaks to avoid tiredness  - | **1** | **5** | **5** | - Call emergency services as required |
| Boats and equipment falling off transport | Damage to vehicle and other vehicles.  Road accidents.  Damage to equipment | -Attendees  -Members of the public | **2** | **5** | **8** | - Ensure boats are strapped on safely and securely  -2 people to check boats are secure.  -ensure equipment is secured in the vehicle in such a way that all doors can be closed and driver's view of the road is unimpeded | **1** | **4** | **4** | - Call Emergency services as required |
| Accident involving car and  Public/attendee when parking | Damage to vehicle  Injury | -Attendees  -Public | **2** | **4** | **8** | - Ensure the Parking space is clear of people and equipment before beginning the parking manoeuvre.  -Reduce speed of vehicle significantly when in car park areas | **1** | **3** | **3** |  |
| Tripping and falling | -Bruising  -Broken bones  -Falling into the road  -falling on to members of the public  -damage to equipment | -Attendees  -Members of the public | **3** | **4** | **12** | - attendees to carry suitable load of equipment such that their view and coordination are not impeded  -Member of committee to check path for trip hazards and obstructions  -Avoid small paths and major foot traffic roads where possible  -transport equipment via vehicle where possible  -move away from road where possible  Give way to members of the public | **2** | **2** | **4** |  |
| Collisions with vehicles | -Bruising  -Broken Bones  -Damage to equipment | -Attendees | **2** | **4** | **8** | - use designated crossings where possible  -avoid busy roads where possible  Remain on footpath | **1** | **4** |  |  |
| Use of power tools | -Cuts  -Lacerations  -Death | Attendees | **3** | **5** | **15** | - Only those qualified will use power tools  - Have someone who is First aid trained present when using power tools | **2** | **3** | **6** | Call emergency services as required |
| Sharp metal in containers | -Cuts  -Lacerations | Attendees  Members of the public | **3** | **4** | **12** | - Cordon off area around metal containers to prevent members of the public entering  -member of the committee to check the container for sharp metal and inform all attendees | **1** | **4** | **4** |  |
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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 | Check containers for sharp metal | Committee | On the day of the move | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Harry Joyce | | | | Date:  02/08/2024 | Print name: Kate Pearse | | Date: 01/08/24 |
|  | | | |  |  | |  |

**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 |