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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Stall outreach for VegSoc and PBU on Fridays/ talking to students about the Plant-Based Universities initiative** | **Date** | **Block booking** |
| **Unit/Faculty/Directorate** | **Vegan and Vegetarian Society** | **Assessor** | **Max Colley** |
| **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** |
| Tripping | Bruising, cuts | User, those in the vicinity | **2** | **2** | **4** | Ensure table is kept out of main walkway area and any steps or tripping hazards are not hidden | **1** | **2** | **2** | Retrieve help from SUSU team if someone is available.Make sure all cuts are cleaned immediately.Refer them to the University Health Service if further inspection is required. |
| Adverse weather | Damage to table, injury, illness, slipping | User, those in the vicinity | **2** | **3** | **6** | Have all objects on the table (cloth, papers) secured to the table. Check the weather forecast prior to event. If the weather is particularly extreme, cancel the event in advance. | **1** | **3** | **3** | Cancel the event/move to indoors |
| Overcrowding at the stall | Frustration, physical injury | User, those engaging with the stall, those in the vicinity | **1** | **4** | **4** | Follow staff instructions on entry and exit points, making sure to not block either. Limit the amount of people around the stall to 4 at a time, excluding user.  | **1** | **2** | **2** | Have the campus security number to hand (023 8059 2811) and call them. |
| Negative feedback, verbal abuse | Hostility, physical altercation, discomfort | User, those engaging with the stall, those in the vicinity | **1** | **4** | **4** | Engage with everyone equally, but stay aware of those who might approach with visible hostility towards the stall. Have the security number to hand. Maintain a calm atmosphere around the stand and practice de-escalation and calm conversation during disagreements. | **1** | **2** | **2** | Call campus security. |

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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** |
|  | Ensure tripping hazards are clear and table is not in a main walkway | Max Colley | 07/02/2025 |  |  |
|  | Keep up to date with weather forecast prior to the event | Max Colley | 07/02/2025 |  |  |
|  | Keep exits and entrances clear and limit crowd around the stall | Max Colley | 07/02/2025 |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Max Colley | Date: 08/01/2025 | Print name: Khairah Boukhatem | Date: 10/01/2025 |

**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 |