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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Bunfight 2024. Taken place on Highfield campus in the Marquee from 9-3pm | | **Date** | 12/09/2024 |
| **Club or Society** | ABACUS | **Assessor** | Kriti Thapa | |
| **President or Students’ Union staff member** | *Christine Huang (president)* | **Signed off** | ***Christine Huang*** | |

| ***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** |
| Potential damage to equipment/ apparatus used during the event: such situations include:  Collapsing tables, Chopsticks used for the wrong purposes,  Falling banners injuring public, and club members as well as/on the other and damaging property | Small abrasions/ cosmetic damages to club members and public for instance: cuts and bruises | Public/club members  People viewing our societies stall (public) and our club members | **3** | **1** | **3** | **Making sure the table is on stable ground to prevent collapse**  **Doing double checks on all apparatus/ equipment used throughout the event to ensure hazards are prevented.** | **2** | **1** | **2** | * Consistently evaluating if the table is bearing too much weight and if the legs are fully extended/ secured * Ensuring equipment used for activities during the event aren’t causing any trip hazards/ in anyone’s way * Taking measures to ensure committee members aren’t reluctant to move about freely from within the stand |
| Risk of tripping over tables or display materials (banners). And trip hazards from wires. | Smalls abrasions/ cosmetic damages like small cuts or bruises acquired by the club members/ public | Public/club members | **4** | **2** | **3** | **Making sure to check the table is placed securely on level ground** | **2** | **1** | **1** | * Check tables are not overloaded * Check table legs fully extended * Check display materials are set up correctly |
| Allergies to certain foods (14 allergies) | Allergic reactions occurring to public and club members | Public/club members | **2** | **4** | **8** | **Making sure any food used during the event is clearly dictating potential food allergies**  **(The labels are easy to read to deter possible reactions)** | **2** | **3** | **6** | * Food shall no longer be given out * Making sure to ask public if they have any allergies and to what if they do * (In extreme cases ensure hygiene to avoid cross contamination) |

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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 | Equipment to be set up and checked by two different committee/club members | Club members | 20/09 | 21/09 |  | |
| 2 | Equipment and displays to be checked by two different committee/club members throughout the bunfight | Club members | 20/09 | 21//09 |  | |
| 3 | Food to be checked is edible on the day of the event by two different club members | Club members | 20/09 | 21/09 |  | |
| Responsible committee member signature:  Christine Huang | | | | Responsible committee member signature:  Kriti Thapa | | |
| Print name: Christine Huang | | | Date:12/09/2024 | Print name: Kriti Thapa | | Date 12/09/24 |

**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 |