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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Toastrack running and driving** | **Date** | **2024/06/05** |
| **Unit/Faculty/Directorate** | **School of Engineering** | **Assessor** | **Oana Lazar** |
| **Line Manager/Supervisor** | ***Professor Anna Barney*** | **Signed off** |  |
| **Any other persons involved in activities** | ***William Webb****,*will.webb@soton.ac.uk, 29292654***Oana Lazar****,*oal1u17@soton.ac.uk, 29598656***Matt Clark,*** matt.clark@soton.ac.uk, 26072548***Jack Langdon,*** jl5e20@soton.ac.uk, 32127146***Toastrack society,Engineering Society*** |  |  |

| ***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** |
| Obstructions; build-up of rubbish/debris | Slips, trips and falls;risk of minor injuries: grazes, cuts and bruising; risk of major injury: fractures. | Passengers, students | **3** | **2** | **6** | Pick-up and drop-off location to be kept clear; any large unmovable parts to have clear markings on the ground preventing access. | **2** | **2** | **4** | None |
| Number of people on the bus (driver included) exceeds 16 | Legal action for driver as license becomes invalid. | Driver | **1** | **4** | **4** | Passengers to be counted on departure to ensure license conditions remain valid. | **1** | **3** | **3** | None |
| Exhaustion | Driver tiredness leading to unsafe driving; risk of injury or poor health. | Members of the public, students | **2** | **4** | **8** | Minimum 2 approved drivers must be present at all events.Students to ensure rota to cover event period; students to factor in appropriate breaks, including for lunch; students to be reminded to bring water or appropriate drinks, to be consumed outside the workshop. | **1** | **3** | **3** | None |
| Management of attendee information | Loss of data; misuse of data; GDPR breach. | Passengers, students | **2** | **4** | **8** | Students to ensure passengers are aware photos are being taken, and that they can opt out of being included in the photos; students to print out Image Release Forms prior to the start of the event for passengers to fill out where appropriate; students to respect any badges worn by passengers showing they would like to be excluded from photos. | **1** | **4** | **4** | None |
| Getting onto or off the bus | Risk of person slipping/falling/losing balance using the steps leading up to the bus, or due to the bus moving from passengers getting onto it.Risk of injury due to embarking/disembarking on a road. | Passengers, students | **3** | **3** | **9** | Students to ensure only one person is getting onto the bus at any given time, and that everyone is seated before the next person gets on, to prevent the bus from moving side-to-side. | **2** | **3** | **6** | Students to get off the bus prior to passengers, to allow them to help passengers disembark safely.Students to supervise anyone getting onto or off the bus to ensure they are doing so safely.Students to ensure passengers only embark/disembark on the passenger side of the bus. |
| Passengers interfering with driver/driving controls | Risk of loss of control of the bus resulting in an accident; risk of unintentional signalling to other road users leading to confusion. | Members of the public | **1** | **5** | **5** | No non-society passengers to sit either side of the driver. | **1** | **3** | **3** |  |
| Oil or water spilt or leaked onto floor | Risk of person slipping/falling leading to injury. | Students, passengers | **4** | **2** | **8** | Students to clean up pick-up and drop-off location where applicable; student to clean bus floor and running boards prior to events; spillages cleared up ASAP using spill kit. | **2** | **2** | **4** | Spill kits to be available on the bus at all times. |
| Unexpected movement of the bus | Passengers falling due to the motion of the bus, risk of crushing injuries. | Passengers | **3** | **4** | **12** | Non-driving students to ensure passengers remain seated while the bus is moving.Wheel chocks to be carried and used when parked for prolonged periods.Handbrake lock to be carried and used where appropriate. | **1** | **3** | **3** | Driver to announce when pulling away. |
| Slip/trip | Slip/trip injury due to stray objects, or due to slippery running boards and flooring from mud/rain. | Students, passengers | **2** | **2** | **4** | Tools to be cleared away. General tidiness to be maintained.Passengers must ensure their bags/items are either held, or placed in areas that do not obstruct walkways.Running boards should always remain clear. | **1** | **2** | **2** | Students to ensure walkways and running boards are clear prior to passengers boarding or getting off the bus.Students to clean up excessive mud from running boards and flooring. |
| Items falling out of the bus | Obstruction to other road users, loss/damage to property. | Passengers, members of the public | **3** | **4** | **12** | Students to check for any loose or at-risk items before departure. Passengers told to store bags/items away from openings prior to boarding. | **2** | **3** | **6** | Sign with safety information to also be placed at pick-up location or for static events, visible prior to boarding the bus. |
| Passengers behaving in an unsafe manner (e.g. having arms/legs outside the bus, or standing up while the bus is moving)  | Risk of crushing or falling injuries. | Passengers | **2** | **3** | **6** | Students to give safety briefing to passengers prior to boarding the bus, with an opportunity for potential passengers to ask questions.Driver to only begin moving once passengers comply. | **1** | **3** | **3** | Sign with safety information to also be placed at pick-up location or for static events, visible prior to boarding the bus. |
| Inexperienced driver | Risk of dangerous driving and loss of control of the bus. | Passengers, students, driver, members of the public. | **2** | **5** | **10** | Qualified drivers to receive Toastrack-specific training and driving experience prior to taking on passengers who are not part of the Toastrack Society. | **1** | **5** | **5** | Only approved drivers may have access to keys to the Toastrack workshop. |
| Elevated risk for children becoming unseated | Risk of injury to children. | Children | **3** | **5** | **15** | All children under 16 must always be accompanied by an adult, and must never sit directly next to the openings. | **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 | Print out Image Release Forms for passengers where appropriate | Students |  |  |  |
| 2 | Print out sign with safety information to be placed at pick-up location or for static events, visible prior to boarding the bus | Students |  |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Anna Barney | Date02/02/2024 | Print name: SAMUEL IRIMAGHA | Date:19/09/2024 |

**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 |