| **Risk Assessment** | | | | |
| --- | --- | --- | --- | --- |
| **Risk Assessment for the activity of** | **Clubs & Societies Fair (Bunfight) Stall Wildlife Society** | | **Date** | **11-09-2024** |
| **Club or Society** | **Wildlife Society** |  |  | |
| **Name of Committee member completing form** | ***Isobel Robertson (Vice President)*** | **Signed off** | ***Tyler Whiteoak-Dooley*** | |

| ***PART A*** | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **(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.  Major injury: Fractures | Attendees, students, staff | **3** | **2** | **6** | Space allocated to stalls to allow for movement of stall holders;  No items to be on the floor at the front of the stall;  Rear/sides of stall to be kept tidy;  Packaging/transport cases to be stored away from the stall if appropriate/possible | **2** | **2** | **4** |  |
| Overcrowding | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Attendees, students, staff | **3** | **3** | **9** | A maximum of 2 club/society representatives to be at the stall at any one time;  Representatives will not block walkways when engaging with attendees;  Representatives to remain behind/within stall area during event;  No flyering or promotional activity outside of stall area from representatives;  Early access available to Enabling registered students. | **2** | **3** | **6** | Union staff to monitor compliance with limit of 2 representatives in attendance;  Representatives to have wristbands identifying them as being active on any stall at any one time;  Stall holders to be made aware that stalls will be withdrawn if risk assessments are not followed. |
| Manual handling | Risk of Musculoskeletal injuries, cuts, bruises and crushing. | Students, staff | **3** | **3** | **9** | Ensure that 2 people carry tables;  Work in teams when handling other large and bulky items;  Liaise with Union staff in advance of transporting large items within a venue;  Utilise lift facilities wherever possible and avoid use of stair cases for bulky items. | **3** | **2** | **6** | Union Facilities Team to support movement of large items through or use of Union facilities trolleys or goods lifts. |
| Exhaustion | Risk of injury or poor health | Stall holders; students | **2** | **3** | **6** | Stall holders to ensure rota to cover event period;  Stall holders to factor in appropriate breaks;  Stall holders to be reminded to bring water or appropriate drinks | **1** | **3** | **3** |  |
| Management of student information | Loss of data; Misuse of data; GDPR breach | Students | **2** | **4** | **8** | Stall holders to ensure membership options on the Union’s website are up to date;  Stall holders to ensure that membership sign-ups are facilitated through Union website;  Stall holders to utilise ‘interested membership’ option for students not ready to commit to membership;  Stall holders not to utilise any additional or paper-based recording systems;  Stall holders to ensure their privacy notice linked to membership is up to date on the Union website. | **1** | **4** | **4** |  |
| Items of interest e.g fossils, posters and trinkets on table | Potential loss/damage of items if attendees pick up items or take them with them | Committee members | **3** | **3** | **9** | Stall holders to encourage minimal and careful handling of items if at all. If items are handled, make sure a committee member is watching at all times. | **1** | **3** | **3** |  |

| ***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** | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: Isobel Robertson | | | | | Responsible committee member signature: Tyler Whiteoak-Dooley | | |
| Print name: Isobel Robertson | | | | Date:11/09/2024 | Print name: Tyler Whiteoak-Dooley | | Date: 11/09/24 |

**Assessment Guidance**

| 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 |

| **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** | | | | |

| 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. |



| 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 |