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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Jazzmanix- SUSU Bunfight Stall** | | **Date** | **(24/09/2024)** |
| **Group name** |  | **Assessor** |  | |
| **Supervisor** | Rebecca Snelson-Kennedy (President) | **Signed off** | **SUSU Activities Team** | |

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| ***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** |  |
| **Meetings & Socials** | | | | | | | | | | | |
| Obstructions.  Build-up of rubbish/debris | Slips, trips and falls;  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fracture | Event organisers and attendees | **3** | **2** | **6** | * Keep stall activity and belongings to the space allocated for the society. No items to be left on the floor at the front of the stall. Minimal belongings to be brought to the stall, and those that need to be kept with society representatives to be placed under the table and out of the way. Rear/sides of stall to be kept tidy. | **2** | **2** | **4** | No further action required |
| 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 society representatives to be at the stall at any one time – this will be allocated via a rota to ensure people take it in turns to work different shifts.  Representatives will not block walkways when engaging with attendees and will remain within the stall area during the event. No other promotional activity will take place outside of the stall area. | 2 | 3 | 6 | Stall representatives will work with organisers from SUSU to ensure that rules are being adhered to.  Society representatives will have wristbands to show they are working on the stall, and other society representatives will refrain from unnecessarily occupying the stall area when not working. |
| Manual handling | Risk of injures, cuts, bruises and crushing. | Students,  staff | 3 | 3 | 9 | Ensure that 2 people carry tables. No other large or bulky items to be carried into the room and used on the stall.  Society representatives to set up before the arrival of attendees. Taking extra care when carrying and setting up electronic devices such as laptops. | 2 | 2 | 4 | No further action required. |
| Exhaustion | Risk of injury or poor health | Committee | 2 | 3 | 6 | Society President to work with society representatives to produce a shift rota for the event. Society representatives to take it in turns to man the stall, and to take appropriate breaks when needed. Society representatives to be encouraged to bring water or appropriate drinks and snacks to have on their breaks and when necessary. | 1 | 3 | 3 | No further action required. |
| Management of student information | Loss of data; Misuse of data; GDPR breach | Students | 2 | 4 | 8 | Society secretary to ensure membership options on the SUSU website are up to date. Society representatives to ensure that membership sign-ups take place through the official SUSU website using university account details. Society to offer a ‘taster membership’ option for those who are not ready to commit to a membership. Data not to be recorded on any additional or paper-based recording systems. | 1 | 4 | 4 | No further action required. |

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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** | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Rebecca Snelson-Kennedy (President) | | | | Date: 24/09/2024 | Print name: Abbie Duncalf (Secretary) | | Date: 24/09/2024 |



**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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. |

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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 |