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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Freshers Bunfight 2024** | | **Date** | **12/09/24** |
| **Unit/Faculty/Directorate** | **Occupational Therapy Society** | **Assessor** | **Amelia Barnes (President)** | |
| **Line Manager/Supervisor** | ***Jasmin Mayo (vice president)*** | **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** |
| Overcrowding at bunfight stall | Risk of members or visitors panicking due to enclosed, crowded, confined spaces. Injury from being pushed against solid objects from pushing or aggressive behaviour from others | Members of the society on the stall, visitors to the stall | **2** | **3** | **6** | **Follow instructions from support staff**  **Do not move tables that have already been set up**  **2 society members representing the stall at one time**  **Create queues/lines for stall if busy/required**  **Ensure all unused items are stored away from walkways to ensure clear area. Representing members of the society to not block walkways when engaging with visitors to the stall** | **1** | **3** | **3** | Support from staff  Seek medical attention if problem arises |
| Falling objects (banners) | Damage to equipment  Bruising  Injury | Members of the society on the stall, visitors to the stall | **2** | **3** | **6** | **Ensure banners are placed on flat surfaces and set up correctly and safely.**  **Ensure banners are out of walkways and exits, ideally behind stall table whilst allowing members on the stall to move around safely** | **1** | **2** | **2** | Support from staff  Seek medical attention if problem arises |
| Slips, trips, and falls | Minor injuries: cuts, bruising, abrasions  Major injuries | Members of the society on the stall, visitors to the stall | **2** | **4** | **8** | **Ensure no build up of rubbish/debris that could present as a trip/slip hazard in front of stall**  **Ensure front of stall is clear of obstructions**  **Ensure no items on floor in front of stall**  **Rear and sides of stall to be kept tidy at all time** | **1** | **4** | **4** | Support from staff  Seek medical attention if problem arises |
| Manual handling related injuries | Risk of Musculo-skeletal injuries  Bruising  Crushes | Members of the society on the stall, visitors to the stall | **2** | **3** | **6** | **Ensure correct manual handling policies are followed**  **2 people to carry tables/heavy objects if required** | **1** | **3** | **3** | Support from staff  Seek medical attention if problem arises |
| Food allergies | Risk of allergic reaction from food – including anaphylactic reactions | Members of the society on the stall, visitors to the stall | **3** | **5** | **15** | **Members of society to check for allergies**  **Sign for notice of allergies if food product contains allergies e.g. sign displayed saying product may contain dairy/nuts…**  **Available list of ingredients of items at stall**  **Only pre-packaged food items** | **1** | **5** | **5** | Support from staff  Seek medical attention if problem arises |
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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 | Individual risk assessments for social events | Relevant committee members – to be checked and ensured completed by president |  | |  |  | |
| 2 | Individual risk assessments for society hosted events e.g. talks with external speakers | Relevant committee members – to be checked and ensured completed by president |  | |  |  | |
|  | All committee to share and read Expect Respect SUSU policy | Relevant committee members – to be checked and ensured completed by president |  | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: JASMIN MAYO | | |
| Print name: AMELIA BARNES | | | | Date:12/09/24 | Print name: JASMIN MAYO | | 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 |