Risk Assessment Guidance

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b)  
(taking into account the frequency and duration of exposure) on a scale of 1 to 5,   
then multiply them together to give the rating band:

|  |  |
| --- | --- |
| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (eg discomfort, slight bruising, self-help recovery) **2 – Minor** (eg small cut, abrasion, basic first aid need)  **3 – Moderate** (eg strain, sprain, incapacitation > 3 days)  **4 – Serious** (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

The risk rating (high, medium or low) indicates the level of   
response required to be taken when designing the action plan.

**Trivial**

**Minor**

**Moderate**

**Serious**

**Fatal**

|  |  |  |
| --- | --- | --- |
| Rating Bands (a x b) | | |
| **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
|  |  |  |
| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | -STOP THE ACTIVITY-  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |

**Remote**

**Unlikely**

**Possible**

**Likely**

**Very likely**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

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| Risk Assessment Record | | |
| Risk Assessment of: Cake Sale | Assessor(s): | Date: 1st December 2016 |
| Overview of activity / location / equipment / conditions being assessed: | On campus cake sales run by student volunteers outside the library or the SU using SU table. | |
| Generic or specific assessment?  Specific risk assessment | Generic | |

| # | Hazard(s) identified | Persons affected | Existing controls & measures | A | B | A x B | Additional controls required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Burns or injuries during baking. Hot ovens and kitchen wear. | Volunteers | * Care will be taken when using the oven and make sure that we use appropriate oven gloves. | 3 | 2 | 6 |  |
| 2 | Back injury caused by lifting, carrying and unloading heavy objects. | Volunteers | * At least two students will work together in order to carry the stall to the bake sale location, and never move it from there until the bake sale is over. * Volunteers will take responsibility for their own well-being and raise any concerns, issues or re-existing injuries and ask for assistance as required. | 3 | 2 | 6 | * When moving heavy items use appropriate equipment such as box mover. * If a volunteer is unable to move items due to a pre-existing back injury, ask for assistance from staff or other volunteers. |
| 3 | Allergic reactions to the ingredients in the cakes being sold. | Members of the public | * Ensure that each cake is labelled with its name and a list of ingredients. We will also make signs to clearly indicate that the cakes may contain nuts, dairy products, gluten etc. | 2 | 4 | 8 | * Should someone have an allergic reaction call campus security. |
| 4 | Risk of contamination of food through food preparation, storage or display. | Members of the public | * We will ensure any food prepared in advance will be done so in a clean and hygienic environment. * We will endeavour to not cross contaminate food such as nuts and let purchasers know if this might be a possibility. * We will make sure that all cakes are covered or stored in air tight containers. | 2 | 3 | 6 | * Fundraisers will make sure that their hands are clean and will wear rubber gloves when serving the cakes. Fundraisers will also tie their hair up and will follow similar procedures when making the cakes. |
| 5 | Risk of injury from serving utensils such as:   * Child picking up a cake serving slice/knife from the stall * Fundraisers cutting themselves whilst serving. | Volunteers    Members of the public | * Keeping utensils away from public reach. * We will have a first aid box available for any minor injuries. | 2 | 3 | 6 |  |
| 6 | Extreme weather knocking over our equipment. | Volunteers  Members of the public | * We will make sure that all of our equipment is sufficiently weighted down. * If the weather is particularly bad, explore option to move the event indoors. | 1 | 2 | 2 |  |
| 7 | Cash handling issues:   * Loss of money * Attack/theft of money causing assault injuries. | Volunteers | * We will ensure that money is kept out of view in a in a locked cash tin. We will also ensure there is a minimum of two individuals on the stall at all times. * Two people will transport money straight to the finance office. * If the finance office is closed, all cash will be stored in the SU night safe. | 2 | 3 | 6 | * All volunteers on stall will be advised that should this occur, no attempt to intervene should be made and an alarm should be raised immediately. |
| 8 | Overcrowding causing slips, trips, falls, cuts, bruises | Volunteers  Members of the public | * Should the stall be very busy a queue will be asked to be formed to ensure no overcrowding occurs * Ensure no items are left lying around the stall and stored safely out of the way or under the table. | 1 | 2 | 2 | * Should someone have injury themselves call security for first aid assistance and complete an accident form through the SU. |
| 9 | Obstruction of emergency exits or vehicles | Members of the public | * The stall will not be placed in front of any emergency exits or clearly marked vehicle areas. * Ensure no items or objects block emergency exits. | 1 | 3 | 3 |  |
| 10 | Damaging to university property |  | * Nothing will be hung on the walls or windows, any litter will be collected and the students will conduct their stall in a professional manner. | 1 | 1 | 1 |  |
|  | Assessor signature: | | Print name: | Review date: | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Risk Assessment Action Plan | | | | | | | |
| Action Plan in respect of: | | | | | | Prepared by: | |
| Ref no. | Action to be taken, incl. Cost | | By whom | Target date | Review date | Outcome at review date | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: | | Date: | | | Print name: | | Date |