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| --- | --- | --- | --- |
| **Club / Society** |  | **Assessment Date (or review date if updated)** |  |
| **Assessed By** |  | **Venue**  |  |
| **Activity / Event** | Bake Sale | **Date and Time of Activity** |  |
| **Number of participants** |  | **Frequency of Activity i.e. one off, weekly, monthly?** |  |
| **Lead Students & Sober** **Reps (if applicable)** |  | **Additional Information Required?** |  |

Please confirm below that all relevant committee members have read and understood the risk assessment and that the session is able to be run using the control measures indicated. Risk assessments need to be reviewed at least annually or when hazards, risk rating or guidance changes.

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| **Name** | **Committee Position**  | **Date** |
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| **Hazard** | **Who is at risk?** | **Control Measures** | **Risk with controls in place****(see guidance below)** | **Risk Rating** | **Who is responsible for control?** |
| **Severity****(S)** | **Likelihood****(L)** | **S x L** | **L / M / H** |
| Fire | * All attendees
* Members of the public
* Staff
 | * Committee members will be made aware of all fire exits and fire extinguish points prior to event.
* Fire exits and extinguishers will be free from obstruction.
* On campus help or 999 will be called if a fire emerges.
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| Food handling by organisers (Food Poisoning) | * All attendees
* Members of the public
 | Ensure food is:* stored at correct temperatures (refrigerated/room temperature)
* stored/kept out of direct sunlight.
* to remain in wrappers or covered until necessary.
* Presented on clean plates.
* Use different storage containers and cutlery to avoid contamination between products.
* A clean kitchen will be used to prepare any food.
* Food will have been cooked thoroughly to kill harmful bacteria that can cause food poisoning.

 Anyone handling food must have:* Clean, washed hands.
* Hair tied away during preparation.
* Handling any cuts covered with plasters/gloves worn.
 |  |  |  |  |  |
| Food allergens | * Attendees and members of the public with allergies
 | * Food will not be specified as free from any ingredient unless this is stated by a commercial manufacturer.
* Food ingredients and allergen information will be clearly displayed next to each item.
* Anyone with allergens should make the committee at the stall aware prior to buying or trying food produce.
* Anyone with allergies should bring their appropriate and relevant medication to have on hand.
* Tongs will be provided for use for specific foods to adhere to dietary requirements (V, Vg and GF)
* Medical help will be sought immediately if someone is found to be having an allergic reaction.
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| Choking | * All attendees and members of the public
 | * A first aider will be present at the stall.
* If no first aider is present, campus medical help will be sought out via calling Glasney lodge.
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| Aggressive customers  | * All attendees
* Members of the public
* Staff
 | * Committee members will refuse service to those customers acting aggressively and will ask them to leave.
* On campus security will be called if the situation escalates.
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| Slips/trips/falls | * All attendees
* Members of the public
 | * Pathways will be kept clear of any obstructions.
* All emergency exits will be made known to committee members and will be kept clear of obstruction.
* Electrical cables will not cross pedestrian pathways unless unavoidable and will be covered by mats or taped down.
* Any spillages will be cleared promptly.
* The venue will be adequately lit.
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**Guidance on working out Risk Rating.**

**Severity categories**

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| --- | --- | --- |
| 5 | Severe | Fatality - Causing death to one or more people. |
| 4 | Significant | Sever Injury - Causing permanent disability (loss of limb, sight or hearing). |
| 3 | Moderate | Major Injury - Causing temporary disability (fractures or burns) |
| 2 | Minor | Minor Injury - Causing sprains, bruises, cuts and lacerations.  |
| 1 | Negligible | Very Minor Injury - Causing scratches / abrasion. |

**Likelihood categories**

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| 5 | Almost Certain  | Absence of any controls. If it goes ahead it is extremely likely that an accident will happen. |
| 4 | Likely | An accident could occur but is unlikely without an additional factor. |
| 3 | Possible | Accident/incident is unlikely during normal activity, however it may occur in non-routine conditions. |
| 2 | Unlikely | Generally well managed, however occasional lapse could occur. |
| 1 | Rare | Loss, accident, illness could only occur under freak conditions. The situation is well managed and all reasonable precautions have been taken. |

Using the formula (Severity x Likelihood = Risk Rating) the risk rating can be calculated and will identify a Low, Medium or High risk. Only activities with Low or well controlled Medium risks should take place.

The risk rating is detailed on the form by adding 1-5 in the Severity Column and 1-5 in the Likelihood Column then multiplying them together.