To be read with the [‘Risk Assessment Guide’](https://www.worcsu.com/sports_activities/hub/healthandsafety/) and ‘[Hazard Checklist’](https://www.worcsu.com/sports_activities/hub/healthandsafety/) which will set out how the form should be completed and the University and Students’ Union’s approach to risk assessment. If you have any questions, please seek advice from the Student Activities Manager or BUCS Sport Administrator (Sports Clubs) or the Student Activities Administrator (Societies, Networks, Volunteering & Fundraising). Once completed, the control measures must be adhered to.

**Please note, this template has been created as a tool to assist you in assessing the risk of your activity. It is not a completed version. Please read through carefully and delete anything in red that is not relevant to your activity or provide further information in context to your activity.**

**Tracked Changes have been applied to this document so that SU staff can review your edits to the template.**

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| **Description of Event being Risk Assessed:**  **Brief description of the activity being assessed (include dates of event, and likely number of attendees)** |

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| --- | --- | --- | --- | --- |
| **Location:** |  | **Risk Assessor (name/committee position):** | |  |
| **Student Group:** |  | **Date of Assessment:** | |  |
| **Risk Assessment Reference & Version** |  | **Date of Review:** | |  |
| **Other people (s) commenting on this assessment (where required)** | **Name**  **Date** | | **Approved by**  **Date** | |
| **Process of communicating to relevant persons** |  | | | |

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| **Hazards**  *(A hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, car, DSE)* | **People at Risk**  *(Students, Staff, Visitors, Contractors, Other)* | **What harm might occur,**  *(Slips Trips, Falls, Breaks, Sprains etc…)* | **Control Measures already in place**  *(Control measures include actions that can be taken to reduce the potential of exposure to the hazard).* | **Evaluate the Risk**  *(Having identified the hazards and controls, decide how likely it is that harm will occur),* | **Additional Control Measures**  *(Only necessary when additional controls are required.*  *These controls form part of the standard control measures when implemented.)* | **Revaluate the risk**  *By adding the additional controls, has the rating changed?* |
| **Venue Hazards** | | | | | | |
| Hazards associated with the venue   * Furniture and Fixtures * Environmental * Uneven, wet or slippery floors * Fire | Students,  Staff,  Visitors,  Volunteers | Risk associated with slips, trips & falls, | The University and the Students’ Union have their own risk assessment for venue spaces. | Medium | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Medium |
| Electrical hazards [Delete if not appropriate] | Students,  Staff,  Visitors,  Volunteers | Burns  Electrical Shocks | * Venue has a current electrical condition certificate in place. * All items of portable electrical equipment brought in by the student group/individual/contractor/volunteer should be PAT test unless new (under a year old). * Equipment to be visually inspected before use * Damaged electrical equipment should be removed from use immediately and reported using a suitable, documented hazard reporting procedure. * Only trained people to handle any high-risk, specialised electrical equipment * Electrical Set Up to be located in one area away from guests | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Low |
| Manual Handling | Students,  Staff,  Visitors,  Volunteers | Muscle strains, bruising or bone breakages | Only individuals who are manual handling trained to move heavy furniture or equipment.  Required furniture will be requested by the SU via Campus Services | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Low |
| Equipment/Personal Belongings | Students,  Staff,  Visitors,  Volunteers | Trip over, breaks, sprains | Any equipment and any personal belongings of those running the event will be out of the way of guests.  If any furniture or fixtures belonging to the venue require moving, to request venue staff to move it. | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Low |
| **Cash Handling** | | | | | | |
| Money Handling | Staff, Committee members | Misplacing/ losing charity money. | * Money not to be left unattended at any time, including card machine, cash bucket and if using, float. * Tickets will be purchased online or through using the card machine on the door * Any cash donations will be placed in a zip locked charity bucket which will follow SU procedures. This will be kept with a committee member at all times. * Designated committee member responsible for signing out the card machine and cash bucket and returning to the SU as soon as possible after the event has finished to be kept safe in the office. * Charity bucked will be kept zip locked shut and counted by the SU. | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Low |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| **Hazards Associated with the Event/Activity** | | | | | | |
| Allergic Reaction | Students, Staff, Visitors, Volunteers | Allergic reactions / including anaphylaxis and possibly death | * Event leads have completed food & allergen training. <https://allergytraining.food.gov.uk/> * Any allergy information listed and visibly displayed. Allergen sheet collected from SU. * Visitors are asked about any allergens before taking food. * Gluten free, egg free and milk free options kept separate from other items to avoid cross-contamination. * In the event of an allergic reaction, call 999 immediately. | Medium | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Medium |
| Food Handling, Food Poisoning, Food Hygiene | Students, Staff, Visitors, Volunteers | Nausea, vomiting | * All volunteers baking sent SU Bake Sale guidelines to read through (Appendix A). * Check sell-by-date and condition of the product before using or displaying. * Only fresh and in date ingredients used in baking. * Only cakes that do not need refrigerating are to be baked, e.g. applecake, baked cheesecake, brownies or similar. * Food is covered and refrigerated or stored in cool dry place. * Where practical tools such as scoops and tongs should be used to handle food rather than hands. Where handling cannot be avoided, hands should be washed before, during and after process. Hands should be dried after washing to avoid being constantly wet. * 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 airtight containers * Event volunteers will also tie their hair up if applicable and will follow similar procedures when making the cakes * In the event that someone vomits, volunteers to follow WSU Risk Assessment for cleaning bodily fluids (Appendix B) | Medium | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented | Medium |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| **People/Social Events** | | | | | | |
| Unsafe behaviour or attitude | Students, Staff, Visitors, Volunteers | Harm to self or others | * Staff to be informed who will be responsible for controlling unruly behaviour. * Security on site during the event if required * SU Code of Conduct in place with zero tolerance. SU investigate immediately after any incident. * Sanctions issued to students as needed | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Low |
| Crowding | Students, Staff, Visitors, Volunteers | Crushing Minor Injury Overcrowding in designated area Tripping | Bake Sale situated in an appropriate space to allow flow of human traffic and not blocking any fire exits or entrances to other spaces to avoid creating bottlenecks. | Low | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Low |
| [insert here any other hazards associated to your event that fall under this category] |  |  |  |  |  |  |
| First Aid | | | | | | |
| Provision of First Aid | Students,  Staff,  Visitors,  Volunteers | Broken bones, Cuts Eye injuries Sprains, allergic reaction | UW Security Staff are First Aid trained and will be on site.  Committee to follow Activity Incidents and Injuries Guidelines available on the [Committee Resource Hub](https://www.worcsu.com/sports_activities/hub/healthandsafety/).  Any incidents or accidents reported to the SU via [reporting form](https://www.worcsu.com/sports_activities/hub/healthandsafety/). | Medium | Suitable controls are in place; however, this will be monitored and any areas that need actioning will be considered and implemented. | Medium |

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| Action Ref | Action required | Who is responsible? | By when? | Date completed / Comments |
| 01 | [Request furniture/equipment through SU] | [insert committee member name] | [insert date] |  |
| 02 | Request card machine/charity buckets, collect and return | [insert committee member name] | [insert date] |  |
| 03 | Event Leads to complete [food & allergen training](https://allergytraining.food.gov.uk/) | [insert committee member name] | [insert date] | Add completion certificate to appendix of risk assessment |
| 04 | Labels creates ahead of time to list allergens | [insert committee member name] | [insert date] |  |
| 05 | Sign created for sale stall to state ‘We will endeavour to not cross contaminate food / allergens however this might be a possibility. Please speak to us if you have any allergies before purchasing.’ | [insert committee member name] | [insert date] |  |
| 06 | [Insert here any other actions you have identified to ensure your control measures are in place] |  |  |  |
| 07 |  |  |  |  |

**Appendices**

**Appendix A - WSU Bake Sale Guidelines**

Anyone baking and selling cakes and snacks must comply with the following guidelines. Many of them are legal requirements; others are set out by Worcester Students’ Union in order to protect you and the people buying your snacks. Please read them carefully and ensure that everyone cooking adheres to them fully. Don’t hesitate to ask if you have any questions, please contact the SU Student Activities staff team.

* Always wash hands before preparing food. Remove nail varnish, jewellery etc. Tie back long hair.
* Make sure that all of the surfaces, bowls, utensils, etc. that you use for preparation are thoroughly clean
* Keep snacks in the fridge for as long as possible, especially anything that contains fresh cream.
* Store snacks in a clean, sealed container, away from raw foods, especially raw meat.
* Use clean tongs or napkins to serve food
* **Do not** use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse.
* You are required by law to provide a list of allergens when selling food. Please use the tick list below to show whether any of your cakes contain allergens, and display this clearly with the cakes.
* If there are any allergens in your snacks (e.g., nuts) prepare and store these snacks separately to ones that do not contain allergens.
* It will also be useful to keep a full list of ingredients on hand in case anyone asks – if you have not made the snacks and have not been given a list, do not guess if someone asks you about the ingredients!
* If you are selling anything other than cake, biscuits, cookies, brownies, baked cheesecake, muffins, doughnuts, please make sure you have permission from the Student Activities Administrator and have provided them with a full list of what you will be selling.
* Cakes should be baked a maximum of three days before they are due to be sold and should be stored in an airtight container once the cakes have cooled.
* We **do not** permit the sale of warm or reheated food, without special permission.
* **Do not** use meat of any kind without prior permission from the Students’ Union.

**Appendix B - WSU Risk Assessment Cleaning Up Bodily Fluids (Blood, Vomit)**

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