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| **Assessment of:** | **Hull 2017 WelcomeFest!** | **Assessment carried out by:** | **Matthew Johnson**  |
| **Assessment number:** | **1** | **Position:** | **Marketing Assistant**  |
| **Date:** | **19 September 2017** | **Review date:** | **N/A**  |

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| **No.** | **Hazard** | **Impact** | **Who or what is at risk?** | **RISK FACTORS** | **MITIGATING ACTION** | **REVIEW OF****RISK FACTORS** |
| **Likelihood** | **Severity** | **Risk Level** | **Likelihood** | **Severity** | **Residual Risk Level** |
| 1 | Trips & Falls  | Injury i.e. cuts and bruising | Volunteers | Likely | Moderate | Medium | Volunteers asked to take caution when moving around the site – any obvious potential obstacles highlighted at the start of the shift | Possible | Moderate | Medium |
| 2 | Effects of bad weather i.e. becoming cold | Feeling unwell/fatigued | Volunteers  | Possible | Severe | Medium  | Volunteers asked beforehand to dress appropriately. If weather is so severe the event will be cancelled  | Unlikely | Severe | Medium |
| 3 | Moving and setting up equipment | Strains and pulled muscles  | Staff and Volunteers | Likely | Moderate | Medium | Volunteers asked only to move light objects. Staff asked to only lift what they feel comfortable doing so.  | Possible | Moderate | Medium |
| 4 | Wandering off alone | Staff/volunteer becomes separated from group | Staff and Volunteers | Likely | Negligible | Low | Weather forecast checked prior to event and chairs placed on flat, stable surface  | Possible  | Negligible | Low |

**RISK MATRIX**

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| **LIKELIHOOD****SEVERITY** | **1. Very unlikely****(*no known history*)** | **2. Unlikely****(*unlikely sequence of events*)** | **3. Possible****(*Foreseeable under unusual circumstances*)** | **4. Likely****(*Easily foreseeable – some incidents may have occurred*)** | **5. Very likely****(*Common occurrence – aware of incidents*)** |
| **1. Negligible****(*no visible injury – no pain*)** | **LOW** | **LOW** | **LOW** | **LOW** | **LOW** |
| **2. Slight****(*minor cuts or bruises – no long term effects*)** | **LOW** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** |
| **3. Moderate****(*Heavy bruising, deep wounds, lost time*)** | **LOW** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** |
| **4. Severe****(*Major injuries, lost time accidents, RIDDOR reportable*)** | **LOW** | **MEDIUM** | **MEDIUM** | **HIGH** | **HIGH** |
| **5. Very Severe****(*Long term disability or death*)** | **LOW** | **MEDIUM** | **HIGH** | **HIGH** | **HIGH** |

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| **NAME OF ASSESSOR:** | **Matthew Johnson**  | **DATE OF ASSESSMENT:** | **September 2017** |
| **SIGNATURE:** | **M Johnson** |
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