

Trowbridge Lions Club Risk Assessment – Soup Run

Risk Assessment No: TLC/CS-10/2

| Activity | Hazard | Whom Affected | L | C | R | Mitigation / Control | Responsible | |
|--|---|---|----|---|---|----------------------|---|---------------|
| Setting Up And Collecting Equipment | 1. Trapped fingers 2. Back injury | A. Soup-run Team B. Clients | 1A | 2 | 2 | 4 | <ul style="list-style-type: none"> If travelling to the event independently, the team should rendezvous at an agreed location. Care to be taken when setting up the serving table. Observe correct Manual Handling techniques. | Soup-run Team |
| | | | 1B | 1 | 2 | 2 | | |
| | | | 2A | 2 | 2 | 4 | | |
| | | | 2B | 1 | 2 | 2 | | |
| Serving | 1. Scolds 2. Food contamination 3. Aggressive behaviour | A. Soup-run Team B. Clients C. Public | 1A | 2 | 2 | 4 | <ul style="list-style-type: none"> Care to be taken when dispensing hot water from the flasks. Use disposable cups that are adequate for the task. Care to be taken to ensure that all food items and soup sachets are 'in date'. Care to be taken to ensure that any potential confrontation is avoided. If it is considered that the situation may escalate then vacate the area – the safety of the Soup-run team is paramount, do not stop to recover any of the 'kit', this can always be replaced. If considered appropriate, consider calling for Police support. | Soup-run Team |
| | | | 1B | 2 | 2 | 4 | | |
| | | | 1C | 1 | 2 | 2 | | |
| | | | 2A | 1 | 2 | 2 | | |
| | | | 2B | 2 | 2 | 4 | | |
| | | | 2C | 1 | 2 | 2 | | |
| | | | 3A | 3 | 2 | 6 | | |
| | | | 3B | 3 | 2 | 6 | | |
| 3C | 2 | 2 | 4 | | | | | |
| Clearing Away And Returning Equipment | 1. Scolds 2. Trapped fingers 3. Back injury | A. Soup-run Team B. Clients C. Public | 1A | 2 | 2 | 4 | <ul style="list-style-type: none"> Care to be taken when disposing of excess hot water. Care to be taken when disassembling the serving table. Observe correct Manual Handling techniques. Ensure that all arisings are disposed of in a safe and appropriate manner. | Soup-run Team |
| | | | 1B | 1 | 2 | 2 | | |
| | | | 1C | 1 | 2 | 2 | | |
| | | | 2A | 2 | 2 | 4 | | |
| | | | 2B | 1 | 2 | 2 | | |
| | | | 2C | 1 | 2 | 2 | | |
| | | | 3A | 2 | 2 | 4 | | |
| | | | 3B | 1 | 2 | 2 | | |
| 3C | 1 | 2 | 2 | | | | | |

Notes:

1. Comply with instructions given by the On-Site Operator and/or Local Authority H&S Advisor
2. Copy of the event Risk Assessment is to be available to the Soup Run Team, for reference

Key: R: Scale of Risk (L x C)

| L: Likelihood of Hazard occurring | | Scale | C: Consequence should the Hazard happen | | Scale of Risk | Description | Action |
|-----------------------------------|-------------------------------|-------|---|------------------------------------|---------------|-------------------|---|
| Frequent | Likely to occur many times | 5 | Catastrophic | National impact / Loss of life | 13 – 25 | Unacceptable risk | Very high risk (19-25): Must be eliminated or moved to a lower level. |
| Probable | Likely to occur several times | 4 | Critical | Major accident / injury | | | Significant risk (13-18): Approval must be sought before continuing |
| Occasional | Some times | 3 | Serious | Serious incident. Lost time injury | 8 – 12 | Undesirable risk | Must be avoided if reasonably practical. Seek approval to continue |
| Remote | Unlikely but possible | 2 | Marginal | First aid accident | 3 – 7 | Acceptable risk | Can be accepted, provided that the risk is managed |
| Improbable | Very unlikely / Assume never | 1 | Negligible | Very Minor. Little consequence | 1 - 2 | Negligible risk | No further consideration needed |