Risk Assessment							
Risk Assessment for the activity of	Date	5/11/2024					
Unit/Faculty/Directorate	Assessor	Aqib (Quraishi				
Line Manager/Supervisor	Signed off	Mohan	nmed Saqib Shohel				

PART A											
(1) Risk identification			(2) Risk assessment					(3) Risk management			
Hazard	Hazard Potential Who might be	Inherent			Residual			Further controls (use			
	Consequences	harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	the risk hierarchy)	
Food Allergy	Example- a person with a nut allergy comes in contact with nuts resulting in an allergic reaction	Person with any allergy	2	3	6	Inform the staff of anyone who has a food allergy - Avoiding any desserts which may have come in contact with nuts - Ask the workers to use different utilities when preparing the dessert for the person with the food allergy - Ensure person with food allergy carries their EpiPen along with them	1	3	3	Medical attention will be sought by calling emergency services if required.	

PART A											
(1) Risk identification			(2) Risk assessment					(3) Risk management			
Hazard Potential Who migh		Who might be	Inherent			Residual			Further controls (use		
	Consequences	harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	the risk hierarchy)	
Choking	Food getting stuck in the throat making it painful	Anyone eating	2	4	8	- Advise people to eat slowly - Advise people to not talk whilst eating - Advise people to chew food properly before swallowing	1	4	4	Medical attention will be sought by calling emergency services if required.	
Floor	Physical injury due to slips, trips and falls.	Anyone	2	4	8	Ensure that the floors are clear of liquids (if not let the staff know to get it cleaned) - To allow a maximum of 3 people getting up at a time to prevent any collisions whilst getting the food - Ensuring any spillages are cleaned up quickly and efficiently Advise no running and walking sensibly to prevent falls	1	3	3	-Seek medical attention if needed from venue staff or first aid trained committee members -Contact Emergency Services in needed -Follow SUSU incident report policy	

PART A											
(1) Risk ider	(1) Risk identification			(2) Risk assessment			(3) Risk management				
Hazard	Potential Who might be		Inherent			Residual			Further controls (use		
	Consequences	harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	the risk hierarchy)	
Fire	Severe injuries	Anyone in building	1	5	5	All individuals will be made aware of the fire exits and what to do in the event of a fire or if the fire alarm rings - All individuals will be evacuated quickly in the case of a fire or the ringing of the fire alarm	1	4	4		

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PART B - Action Plan

Risk Assessment Action Plan

Part	Action to be taken, incl. Cost	By whom	Target date	Review	Outcome at review date
no.				date	
	Ensure All control measures are implemented	Mohammed Saqib Shohel	4/11/2024		
	Committee to read and share SUSU Expect Respect Policy	Relevant committee members- President to ensure is completed	4/11/2024		
	Ensure the adequate first aid support is available on site in case of emergency	Mohammed Saqib Shohel	4/11/2024		
	Ensure backup plan is present and a meeting plan is established	Relevant Committee members- President ensure is completed	4/11/2024		
Resp	onsible manager's signature: Aqib Qu	raishi	<u> </u>	Respons	ible manager's signature: Mohammed Saqib Shohel

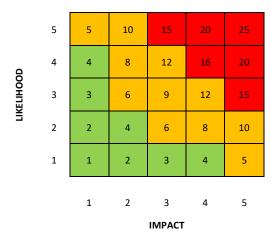
Print name: Aqib Quraishi

Date:22/10/2024 | Print name: Mohammed Saqib Shohel

Version: 2.3/2017 Date:22/10/2024

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	1
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	2
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	3
4. Admin controls	Examples: training, supervision, signage		4
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	5



Risk process

- 1. Identify the impact and likelihood using the tables above.
- 2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- 3. If the risk is amber or red identify control measures to reduce the risk to as low as is reasonably practicable.
- 4. If the residual risk is green, additional controls are not necessary.
- If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
- If the residual risk is red <u>do not continue with the activity</u> until additional controls have been implemented and the risk is reduced.
- 7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

Impa	act	Health & Safety					
1	Trivial -	Very minor injuries e.g. slight					
	insignificant	bruising					
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self- administered.					
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.					
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.					
5	Severe - extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.					

Likelihood	
1	Rare e.g. 1 in 100,000 chance or higher
2	Unlikely e.g. 1 in 10,000 chance or higher
3	Possible e.g. 1 in 1,000 chance or higher
4	Likely e.g. 1 in 100 chance or higher
5	Very Likely e.g. 1 in 10 chance or higher