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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Langar on Campus**Date: Monday 17th March 2025Location: Garden Court, Building 40Running Time: 18:00-20:30Food prep in Plant Pot Kitchen: 15:30-21:00Garden Court Room Set-up: 8:00-18:00Pack-down and cleaning kitchen: 20:30-23:00Doors closed/locked: 23:00Event summary:Society members will be serving free food from tables in Garden Court. Food will be prepared in the Gurdwara in Portswood and transported to SUSU Plant Pot kitchen where it will be reheated in accordance with food safety guidance. The food will then be taken to Garden Court and kept in chafing dishes while serving. Due to the tradition of Langar, the event will run until the last participant has left the venue after 9PM. | **Date** | 10/01/2025 |
| **Unit/Faculty/Directorate** | **SUSU Activities Team & Sikh Society** | **Assessor** | **Harkrishan Kareer** |
| **Line Manager/Supervisor** | **Activities Team SUSU – An-Sofie Van Rafelghem** | **Signed off** |  |

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| ***PART A***  |
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihoo-d** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Serving and preparation of food | * Allergies
* Food poisoning
* Choking
 | User | 3 | 5 | 15 | Allergens will be displayed at the serving tables, including disclosure that homemade items should be avoided by those with severe food allergies.Precautions should be taken by those with appropriate food hygiene training (Level 2 +)No handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning productsUse of separate utensils to cook and serve separate dishes.Rice will be cooked on site and will not be reheatedFood to be stored and transported in clean and sealed tubs, kept at maximum 8 °C whilst in transit and placed back into fridge or freezer as soon as possible before reheating for the event.Food will be kept hot in chafing dishes whilst serving.Hot food must be kept at 63°C or above. If needed the hot holding can be stopped to display it for up to two hours (this can only happen once).Society members and helpers will be shown how to correctly dispose of rubbish bags and any recycling to avoid food waste in the wrong bin and sticking with the guide on bin content Those in the kitchen will be shown the proper disposal methods to ensure that food waste does not end up down drains or anywhere it could cause damage or harm. | 1 | 5 | 5 | SUSU food hygiene level 2 course completed by all society volunteers who are cooking and serving food.Call for first aid/emergency services as required. * Report incidents via SUSU incident report procedure
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| Use of kitchen equipment | Fire and/or injuries resulting from faulty equipment or inappropriate use of kitchen equipment | User | 2 | 4 | 8 | * Society members to visit kitchen in advance and follow guidance from trained SUSU catering staff
* SUSU staff will be present during the event to help with any questions
* Society will have walkie talkies to communicate with duty manager if needed
* Kitchen to be staffed at all times and appliances should be turned off as soon as cooking has finished
 | 1 | 4 | 4 | Call for first aid/emergency services as required Report incidents via SUSU incident report procedure |
| Slips, trips, and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All boxes and equipment to be stored away from main event area, e.g., stored under tables
* Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.
* Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs
 | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need
* Contact facilities team via SUSU reception/venue staff
* Contact emergency services if needed
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Setting up of Equipment. E.g., Table and chairs | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | * SUSU Facilities team are transporting tables to the venue with the appropriate tools
* Make volunteers aware of the potential risks, follow manual handling guidelines
* Ensure that at least two people carry tables.
* Setting up tables will be done by organisers.
* Work in teams when handling other large and bulky items.
* Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates
* Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable
 | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed
* Seek medical attention from SUSU Reception if in need
* Contact emergency services if needed
* All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Inadequate meeting space- overcrowding not inclusive to all members | Physical injury, distress, exclusion  | Event organisers and attendees | 1 | 3 | 3 | * Committee check on room pre-booking, checks on space, lighting and access available
* Ensure space meets needs of members e.g., considering location & accessibility of space
* Committee to consult members on needs and make reasonable adjustments where possible
* Mats will be provided for seating on the floor but chairs will be on hand for anyone who requests one
* The use of clickers to control numbers to avoid overcrowding
* Volunteers to be positioned at the entrance to manage the queue
 | 1 | 3 | 3 | * Seek medical attention if problem arises
* Liaise with SUSU reception/activities team on available spaces for meetings
* Postpone meetings where space cannot be found
* Look at remote meeting options for members
* Committee WIDE training
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| Medical emergency  | Members may sustain injury /become unwell Pre-existing medical conditions Sickness Distress | Members | **3** | **5** | **15** | * SUSU Staff to carry out first aid if necessary
* Contact emergency services as required 111/999
* Contact SUSU Reception/Venue staff for first aid support
 | **2** | **5** | **15** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **10** | **5** | * Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed.
* Build-up of rubbish is to be kept to a minimum. Excess build-up is to be removed promptly and deposited in the designated areas.
 | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311
* (Ext:3311).
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| ***PART B – Action Plan*** |
| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
| 1 | Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk | Relevant committee members – president to ensure complete. | 14/03/2025 |  |  |
| 2 | Committee members to create and display lists of ingredients (with allergens written in bold) at the stall | Relevant committee members – president to ensure complete. | 16/03/2025 |  |  |
| 3 | Committee to read and share SUSU Expect Respect Policy  | Relevant committee members – president to ensure complete. | 14/03/2025 |  |  |
| 4 | Committee to visit Plant Pot kitchen and speak to venue manager about use of equipment  | Relevant committee members – president to ensure complete. | 05/03/2025 |  |  |
| Responsible committee member’s signature:HARKRISHAN JAEDEN SINGH KAREER | Responsible committee member’s signature:ROBIN SINGH HANJRA |
| Print name: Harkrishan Jaeden Singh Kareer | Date: 10/01/25 | Print name: Robin Singh Hanjra | Date: 10/01/25 |

**Assessment Guidance**

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| * Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |  |
| * Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |  |
| * Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |  |
| * Admin controls
 | Examples: training, supervision, signage |  |  |
| * Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |  |
| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |  |
| 4 | 4 | 8 | 12 | 16 | 20 |  |
| 3 | 3 | 6 | 9 | 12 | 15 |  |
| 2 | 2 | 4 | 6 | 8 | 10 |  |
| 1 | 1 | 2 | 3 | 4 | 5 |  |
|  | 1 | 2 | 3 | 4 | 5 |  |
| **IMPACT** |  |

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| Impact | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight 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.  |

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| 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 |