

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment

Risk Assessment for the activity of	Brunch	Date	14/09/2023
Club or Society	University of Southampton Empower Society	Assessor	Sophie Ghods – Co-President
President of Students' Union staff member	<i>Alex Dowell - President</i>	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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Venue suitability	Safety being compromised	Those attending the social	1	2	2	Ensure that the venue holds a valid license and that someone from the committee has attended before so that its suitability can be validated	1	1	2	Check reviews
Slips and trips	Injuries ranging from cuts and bruises, to sprains	Those attending the social, members of the public and venue workers	1	2	2	Make sure everyone is always aware of their surroundings and that	1	2	2	First aid essentials such as plasters will be available within the cafe

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Choking	Blocking of airways	The individual	1	3	3	Ensure food is being eaten whilst being sat and that appropriate behaviour is maintained	1	2	2	Call emergency services if required
Fire in the area	Burns, smoke inhalation, etc.	Everyone taking part in the activity and instructors(s).	1	3	3	Ensure participants are aware of fire exit routes. Keep fire exits clear of equipment or personal belongings etc.	1	1	1	Keep record of the participants present in each session. Ensure the right fire safety equipment, such as fire extinguishers, are in good working condition

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Food allergies and intolerances	Allergic reactions which could range from swellings and rashes, to the closure of airways dependant upon the severity	Those attending the social	2	3	6	Ensure that everyone makes the cafe aware of any allergies they may have and that they are double checking their order for any ingredients that they aren't able to have	1	2	2	Re-iterating the need for awareness of any allergies upon meeting at the cafe Call emergency services if required

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
	Arrange for a committee member to be present to ensure safety of participants	Presidents	TBC		
Responsible committee member signature: Sophie Ghods				Responsible committee member signature:	
Print name: Sophie Ghods			Date: 14/09/2023	Print name: _____ Date _____	

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Assessment Guidance

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

Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
- If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.
- 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 do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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.

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. sprain or strain 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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