

Risk Assessment

Risk Assessment for the activity of	Amnesty International <i>Bake Sale</i> (16/05/2024, 2PM-4PM and REDBRICK)	Date	02/05/2024
Group name	SUSU (AMNESTY INTERNATIONAL)	Assessor	BILQUIS TIJANI
Supervisor	Irene Ruiz Espejo	Signed off	SUSU Activities Team

Level 2 food hygiene certificates need to be sent to the Activities team suactivities@soton.ac.uk (internal fundraiser) or the RAG team rag@susu.org (charity fundraiser) before the activity. Food hygiene training can be completed

PART A					
(1) Risk identification			(2) Risk assessment		(3) Risk management
Hazard			Inherent		Residual

Serving and preparation of food	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking 	All	2	3	5	<ul style="list-style-type: none"> • Homemade items to be avoided by those with allergies • precautions TAKEN by those with appropriate food hygiene training (Level 2 +) • Only order/buy food at establishments with appropriate food hygiene rating • Food to only be provided/eaten when other activities are stopped • Food will be served with the use of paper plates and with gloves to prevent any contamination. 	1	2	3	<ul style="list-style-type: none"> • Inform the SUSU team of any incidents following the incident report policy
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Slips, trips and falls	Physical injury	Event organisers and attendees	1	2	3	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables • Floors to be kept clear, and visual checks to be maintained throughout the meeting by organizers. • Ensure event is fully accessible and adjust venue to make sure it is 				<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need • Contact facilities team via SUSU reception/venue staff • Contact emergency services if needed Non-emergency-111 Emergency- 999 <p>Ensuring to make adjustments if staff help is required</p>
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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	<ul style="list-style-type: none"> • Make stall operators aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 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	<ul style="list-style-type: none"> • 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 Non-emergency-111 Emergency- 999 • Ensuring to make adjustments if staff help is required
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Inadequate meeting space- overcrowding, not inclusive to all members	Physical Injuries	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • 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 • Ask event attendees and event organisers to be mindful of their surroundings and be considerate of individuals outside of the event space 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Committee WIDE training
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Activities involving electrical equipment e.g. laptops/computers		Event organisers and attendees								
Socials/Meetings-Medical emergency	pre-existing medical conditions Sickness Distress	Members	2	3	4	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only</u> if qualified and confident to do so. 	1	2	3	<ul style="list-style-type: none"> Contact emergency services if needed Non-emergency-111 Emergency- 999 Ensuring to make adjustments if staff help is required1
Insufficient Fire Safety awareness	Improper evacuation and panic, Physical injuries i.e., Broken bones, Sprains and Bruising, Fire related injuries	Members, attendees	2	1	5	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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).

Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	5	<ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites 	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Overcrowding	<ul style="list-style-type: none"> • Physical injury 	Event organisers and attendees	1	1	3	<ul style="list-style-type: none"> • Do not push/shove • Crowd control will be in effect by event organisers 				

Disturbance to public, students and staff	<ul style="list-style-type: none"> • Conflict, noise, crowds 	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> • Events planned for redbrick avoiding residential areas • Everybody will be encouraged to stay together as a group • Ask event attendees and event organisers to be mindful of their surroundings and be considerate of individuals outside of the event space 	1	2	2	<ul style="list-style-type: none"> • With support from a SUSU Activities coordinator Inform UoS security team of the event - University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk • Inform UoS/SUSU communications team of the event- can brief others via SUSSED
Counter protest, discrimination against the demonstration/Campaign	Microaggressions	Event organisers and attendees	2	1	3	<ul style="list-style-type: none"> • Ensure that people are aware that this is an open space for discussion to discourage protest. • Stress that no violence will be tolerated and that offenders will be removed from the event and venue 	1	4	4	<ul style="list-style-type: none"> • Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311

Overcrowding at Stall		Members, visitors	1	1	2	<ul style="list-style-type: none"> A maximum of 3 representatives to be at the stall at any one time 2 payment machines to minimise queues and disruptions 				<ul style="list-style-type: none"> Seek medical attention if problem arises Seek support from facilities staff
Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors				<ul style="list-style-type: none"> Tables to be safely secured by staff where possible – ask for support from facilities team Ensure banner is secured and on a flat surface Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders 				<ul style="list-style-type: none"> Seek medical attention if problem arises Seek support from facilities staff

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
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1	<ul style="list-style-type: none"> Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk 	Campaign Manager	2/05/2024		
2	<ul style="list-style-type: none"> Committee members to create and display lists of ingredients (with allergens written in bold) at the stall 	President	14/05/2024		
3	Confirm catering and make sure we have an invoice	Campaign Manager	03/05/2024		
4	Make sure that we inform SUSU of any incidents following the incident report policy https://www.susu.org/groups/admin/howto/protectionaccident	Welfare	16/05/2024		
Responsible committee member signature: 				Responsible committee member signature: 	
Print name: Irene Ruiz Espejo			Date: 02/05/2024	Print name: Barbara Balle Bauza	Date: 02/05/2024

Assessment Guidance

• 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						

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.

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

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.
5. 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.
6. If the residual risk is red do not continue with the activity 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.