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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | *Psychology Society* Charity Event Risk Assessment *(Careers of friends and family event – 12th November)* | | **Date** | *21/10/2024* |
| **Are you a sports club or society?** | *Yes* | **Assessor** | *Chloe Westbury* | |
| **President/Captain Name/2nd Committee Member** | *Tatiana Marques* | **Signed off** | ***SUSU USE ONLY*** | |
| **Risk Assessment Information**  (What is this risk assessment for? Please provide a summary of the activity or event, including all relevant information) | The Psychology society are holding a Bake sale on the 12th of November in building 44, room 3095 from 10:00 – 13:00. We will be selling a range of homemade baked goods to raise money for the society. All volunteers who make the items or run the stall will be supervised by myself (Chloe Westbury), as someone who has completed the food hygiene training. Payments will be taken using a GoFundMe page, as this will be a cashless event. The Psychology Society takes responsibility of the general running of the event. I have arranged with Hayward Goodwin who has confirmed that we will have a table to display and sell our baked goods on while the event is going on. | | | |

Level 2 food hygiene certificates need to be sent to the Activities team [suactivities@soton.ac.uk](mailto:suactivities@soton.ac.uk) (internal fundraiser) or the RAG team [susurag@soton.ac.uk](mailto:susurag@soton.ac.uk) (charity fundraiser) before the activity. Food hygiene training can be completed

Charity Event Forms will need to be completed and sent to [susurag@soton.ac.uk](mailto:susurag@soton.ac.uk)

| ***PART A*** | | | | | | | | | | |
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| **(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)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| **General Considerations** | | | | | | | | | | |
| **Slips, trips and falls** | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. | All participants and organisers/staff and spectators | 2 | 3 | 6 | Check venue conditions for holes, lumps, and other obstacles. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Fire** | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.  Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.  Highlight to all the Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency.  Consider accessibility requirements | 1 | 4 | 4 | In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.  Once in a safe position to do so, call the emergency services on 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Setting up/moving or chairs/tables/other objects in the area**. | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | 2 | 3 | 6 | Make Event Volunteers aware of the potential risks, follow manual handling guidelines  Ensure that at least 2 people carry tables and large objects.  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) |
| **Overcrowding** | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not push/shove  If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.  Book during quieter times when less activities taking place on Redbrick/book all available space  Inform other bookings on the Redbrick/in the area of the event | 1 | 3 | 3 | Seek medical attention if problem arises  With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) and liaise with them on need for security teams on the day  Security team may inform police of the event if required (e.g. marches) |
| **Accessibility**:  Entrances and Exits to the chosen area. | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.  They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made. | Participants, committee | 1 | 5 | 5 | All areas chosen for activity will have their suitability checked.  If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.  If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible. | 1 | 5 | 5 | In case of an emergency, call the emergency services on 999.  If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Reputational Risk:**  For the club or society, as well as to SUSU and the University | Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students’ Union or Southampton University itself.  This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University’s name intro disrepute. | The club, SUSU or the University’s reputation | 2 | 1 | 2 | Ensuring all parts of this risk assessment are adhered to.  Ensuring that any incidents involving public or others are recorded and addressed.  Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. | 1 | 1 | 1 |  |
| **Financial Risk:**  For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty. | Club or society activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club or society  Members subject to lawsuits  SUSU if required to assist. | 1 | 1 | 1 | Clubs and societies required to complete financial forecasting and budget for the year.  All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs.  SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected. | 1 | 1 | 1 |  |
| **Legal Compliance:**  Club or society activity going against set law.  This includes breaches of the freedom of speech act | Fines imposed upon the student group as well as SUSU.  Jail sentences.  Reputational risk to the student group, SUSU and the wider University | The club or society, committee and members, SUSU or the Wider University. | 1 | 1 | 1 | All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.  All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)  This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted. | 1 | 1 | 1 |  |
| **Medical Issues:**  Pre-existing and process for any that appear during | Illness, death | Members, committee | 3 | 5 | 9 | All clubs and societies should have a process for if a medical issue occurs.  All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.  If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331 | 1 | 1 | 1 | In an emergency, contact 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Charity Fundraising |  |  |  |  |  |  |  |  |  |  |
| Handling and Storing Money – Own Club/Society Fundraising | Theft, Individuals being mugged. | Members and Participants | 3 | 4 | 12 | As Fundraising for own Society/Club no Card Machine will be present. All fundraising to be completed via QR code to A GoFundMe or Similar Platform. | 2 | 3 | 6 | No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. |
| Abuse of Members and Volunteers | Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause. | Volunteers and Participants | 4 | 3 | 12 | No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event. | 2 | 3 | 6 | * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) * Event organisers to call University Security if necessary. * Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus. |
| Venue/Location considerations | Require certain licenses/sign off | Organisers, Participates, SUSU | 1 | 4 | 4 | Ensure the venue has the relevant licenses required for your event ahead of time.  Ensure your event has the required sign off by the venue's security teams.  Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.  On campus   * Ivvy Booking/uni room booking * Risk assessment * Contract   Off campus   * Risk assessment * Any bookings/contracts with external providers. | 1 | 2 | 2 | * Event organisers to call University Security if necessary. * Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus. |
| Lone working | Stolen goods, injury to individual misuse of card reader. | Volunteers | 3 | 3 | 9 | Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader.  Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these. | 3 | 1 | 3 | * Event organisers to call University Security if necessary. * Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus. |
| Bake sale | Allergies  Food poisoning  Choking | All |  |  |  | Precautions around ingredients – label products clearly  Level 2 food hygiene training – one member holds certificate and will be present for the preparation and sales |  |  |  | Susu food hygiene level 2 course |
| Food |  |  |  |  |  |  |  |  |  |  |
| Serving and preparation of food | * Allergies * Food poisoning * Choking | All | 3 | 5 | 15 | * Homemade items to be avoided by those with allergies * precautions should be made 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 * Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services a required   * Report incidents via SUSU incident report procedure |
| Contamination of food through food preparation. | Illness, Food poisoning, Allergy. | ALL | 2 | 3 | 6 | * Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training. * Ensure all ingredients used when making items are withing there used by or best before dates. * Ensure all frozen food is thoroughly defrosted before use. * Endeavour to not cross contaminate foo such as nuts and let customers know if cross contamination is a possibility. | 1 | 3 | 3 | * SUSU food hygiene level 2 course available for completion- requests made to activities team * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure |
| Storage and Display of Food | Illness, Food poisoning, Allergy. | All | 2 | 3 | 6 | Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours.   * Store all products in a clean sealable container away from raw foods. * Transport cakes in a clean sealable container. | 1 | 3 | 3 | * SUSU food hygiene level 2 course available for completion- requests made to activities team * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure |
| Food Allergies and Dietary requirements | Illness, Allergic reaction | Customers | 3 | 5 | 15 | * Where possible remove common allergens form ingredients. [allergen-chart-1.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK) Lists all 14 of the core allergens. * Ensure each cake is labelled with its name and list of ingredients. * Have a list available of all ingredients for any products sold at the stall. * Always use recipes from reputable sources. * Make sure to keep any packaging. | 1 | 5 | 5 | * SUSU food hygiene level 2 course available for completion- requests made to activities team * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure. * For more information on allergens: [Providing food at community and charity events | Food Standards Agency](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events#allergen-information) |
| Electrical Issues | Serious/ Fatal injuries because of electric shock | Volunteers and customers | 2 | 4 | 8 | * Equipment to |  |  |  |  |
| Gas hobs and ovens | Serious or Fatal injuries as a result of explosion/release of gas or hot oven. | Customers and Volunteers | 2 | 5 | 10 | * Always use protective equipment such as oven gloves when cooking. * Only use Gas hobs and ovens at your events that have been provided by SUSU or in volunteers homes. * Make sure anyone using the appliances are confident to do so. | 1 | 5 | 5 | * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure. |
| Stock/Food Falling | Physical Injury, Illness, Food poisoning | All Participants | 3 | 2 | 6 | * Enusre all stock is stored correctly and not stacked to high. * If any products fall that these are not sold and disposed of in food waste. | 1 | 2 | 2 | * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure. * SUSU food hygiene level 2 course available for completion- requests made to activities team |
| Food Temperature | Food poisoning, illness, perished stock | All participants | 2 | 3 | 6 | * Keep any products containing fresh produce in the fridge. * Do not leave any food out for longer than 4 hours. * Ensure all products or produce are stored as describe on packaging. * Ensure all items are cooked to correct temperatures from reputable recipes or packaging. | 1 | 3 | 3 | * SUSU food hygiene level 2 course available for completion- requests made to activities team * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure |
| Use of Knives for Cutting Food | Cuts and injuries | Volunteers and stall operators | 2 | 2 | 4 | * Make stall operators aware of the potential risks. * Where possible use wooden cutlery. * Knife not to be left unattended and stored away safely when not in use. * Ensure the Knife is suitable for the task and the food you are cutting. * When carrying the Knife ensure the blade is pointing down. |  |  |  | * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure. |
| Alcoholic/External Events |  |  |  |  |  |  |  |  |  |  |
| Violent or offensive behaviour | Participants may become violent or offensive due to the consumption of too much alcohol.  Members of the public may act violently towards participants. | Event organisers, event attendees, | 2 | 5 | 10 | Bouncers will be present at most venues.  Bar Security staff will need to be alerted and emergency services called as required.  The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess  Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | 1 | 3 | 5 | If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| Allergies - food and drink | Allergic reactions to food and drink when out | Event organisers, event attendees, | 3 | 5 | 15 | Attendees responsible for own welfare I such instances- follow guidelines of venues.  First aid requested from bar staff as required. | 1 | 5 | 5 | Call Emergency Services/alert bar staff |

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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** | |
|  | * Committee to send copies of all food hygiene training certificates to [suactivities@soton.ac.uk](mailto:suactivities@soton.ac.uk) | Chloe Westbury | Awaiting approval | |  |  | |
|  | * Committee members to create and display lists of ingredients (with allergens written in bold) at the stall | Chloe Westbury | 11th November | |  |  | |
|  | * Committee to read and share SUSU Expect Respect Policy | Chloe Westbury | 1st November | |  |  | |
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| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Chloe Westbury | | | | Date 21/10/2024 | Print name: Tatiana Marques | | Date 22/10/24 |

**Assessment Guidance**

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

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| **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. |

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.

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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 |