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| **Risk Assessment** |
| **Risk Assessment for the activity of** | *Enactus* Bake Sale *Friday 21st February on Redbrick* | **Date** | *13/02/25* |
| **Are you a sports club or society?** | *Society* | **Assessor** | *Adchaya Mathiyalagan* |
| **President/Captain Name/2nd Committee Member** | *Eshaa Fathima* | **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) | Southampton Enactus society are holding a charity Bake sale on Redbrick between 10:00 – 16:00. We will be selling store-bought Krispy Kreme doughnuts and store bought cakes to fundraise for our charity. All volunteers who will make the items or run the stall will have completed their food hygiene level 2 or will be supervised by someone who has completed this training. Payments will be taken by Sumup Card Machine. No Cash will be accepted at this eventSouthampton Enactus takes responsibility of the general running of the event, following charity law, Preparation of how we sell the goods and ensuring all health and safety in this assessment is followed. SUSU takes responsibility for supplying the sites and facilities needed to run the event including venue space, Chairs and tables. On the day it will be expected that committee fulfil their pre -agreed roles and duties assigned by the event lead. The event lead will brief the whole team pre-event start.For further information on risk, please visit - <https://www.hse.gov.uk/simple-health-safety/risk/index.htm> |

Level 2 food hygiene certificates need to be sent to the Activities team suactivities@soton.ac.uk (internal fundraiser) or the RAG team 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

| ***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**. (Tables and a gazebo) | 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 guidelinesEnsure 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, skatesMake 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 neededSeek medical attention from SUSU Reception if in needContact 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/shoveIf 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 arisesWith support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the daySecurity team may inform police of the event if required (e.g. marches) |
| **Electronics** | Risk of eye strain, injury, electric shock | Committee and attendees | 2 | 4 | 8 | Ensure regular breaks (ideally every 20mins) when using screens Ensure screen is set up to avoid glare, is at eye height where possibleEnsure no liquids are placed near electrical equipmentEnsure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | Request support and advice from SUSU IT/Tech teams e.g. via activities teamFor external venues pre-check equipment and last PAT testing dates Seek medical attention as required |
| **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 societyMembers subject to lawsuitsSUSU 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 | We won’t spend more than we have |
| **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 | Labelling allergens clearly |
| **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. Clubs and Societies are not to use Personal Card machines to take payments.   |
| Handling and storing Money – Charity Fundraiser | * Theft
* Individuals being mugged/robbed
* Loss/misplacement leading to financial loss
 | Members and Participants | 3 | 4 | 12 | Southampton RAG procedures will be followed: * Charity Event form completed, and RAG approval will be given
* All food hygiene certificates and event risk assessment to be approved by activities team
* Sum-up Card machine to be requested and collected from SUSU reception.
* Should not be storing money all donations to be taken via Sumup Machine or Just Giving Pages
 | 2 | 3 | 6 | No Cash to Be Accepted at all. No card machines to be left unattended.No Volunteers to be left alone with the card machineIn the event of theft committee members will: * Highlight the incident to any community police officers in the area/report to 111
* Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| 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.
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| 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.

Doing it on redbrick, we’ll only be selling store bought bakery items. |
| 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.
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| Adverse weather | Injury, Illness, Slipping, Burns  | Event organisers, event attendees,  | 4 | 3 | 12 | Lead organiser to check the weather is suitable for activities on the day By 9am on the day. Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invitesIn the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate If Cancellation is required ensure all relevant parties are contacted.SUSU – subookings@soto.ac.ukUni – roombookings@soton.ac.uk Or your external contacts. | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Food | N/A |  |  |  |  |  |  |  |  |  |
| 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)
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| Stock/Food Falling | Physical Injury, Illness, Food poisoning  | All Participants | 3 | 2 | 6 | * Enusre all stock is stored correctly and not stacked too 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 | * Do not leave any food out for longer than 4 hours.
* Ensure all products or produce are stored as describe on 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
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| Alcoholic/External Events |  |  |  |  |  |  |  |  |  |  |

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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
 | AdchayaMathiyalagan | 11/02 | 13/02 | Done |
|  | * Committee members to create and display lists of ingredients (with allergens written in bold) at the stall
 | AdchayaMathiyalagan | 11/02 | 11/02 | Will be displayed on the day |
|  | * Committee to read and share SUSU Expect Respect Policy
 | AdchayaMathiyalagan | 11/02 | 11/02 | Done |
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|  |  |  |  |  |  |
| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: ADCHAYA MATHIYALAGAN | Date 13/02/2025 | Print name: ESHAA FATHIMA | Date 13/02/2025 |

**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 |