| **Risk Assessment** |
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| **Risk Assessment for the activity of** | **BBQs** | **Date** | **26/08/2024** |
| **Unit/Faculty/Directorate** | **Southampton University Canoe Club** | **Assessor** | **Madeleine McGuigan (President)****Alexander Wilson (Vice President)****Ruby-Lee Allen (Safety Secretary)** |
| **Line Manager/Supervisor** |  | **Signed off** |  |

This risk assessment covers BBQs for Southampton University Canoe Club, which take place at venues including University Watersports Centre and Woodmill. Appropriate committee members will be asked to read this risk assessment and the acting safety secretary will remind them not to act outside of its remit. Any incidents or near-miss incidents that occur during these trips will be reported and reviewed in line with this risk assessment.

All attendees are responsible for their own behaviour and exposure to risk. However, Southampton University Canoe Club possesses a duty of care to look after its members and those attending our taster sessions, and will therefore endeavour to adhere to the below risk assessment to reduce risks. Committee members will also be on hand to advise, assist and help members who require it.

**Guidance/standards/reference documents:**

This risk assessment was written using guidance from:

1. SUSU (Southampton University Students’ Union)

If operating from University Watersports Centre, risks associated with this premises (such as fire risks, asbestos and storage of chemicals), will be dealt with by Southampton Sport’s Risk Assessment.

**Competence Requirements:**

All committee members have a responsibility to ensure the events that take place are safe and enjoyable, and that BBQs have been planned with the safety of the participants in mind. All committee members have a responsibility to look out for all members of the club and are aware of the risks that a BBQ may involve and are aware of how to reduce these risks and what to do to ensure the safety of club members at all times. Particular risks are highlighted at club meetings prior to the social. All club members are responsible for adhering to this risk assessment.

The welfare secretary should have attended the relevant training by SUSU, and alongside the welfare sub-committee, will manage any welfare concerns raised, for example bullying and harassment. The welfare secretary and sub-committee are made known to all members at the annual safety talk and the welcome talk.

| ***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** |
| Transmission/ contraction of Covid 19. | Members contracting COVID-19 and falling ill. | Everyone | **3** | **2** | **6** | **All members should be aware of the current COVID-19 guidelines laid out by the government and we expect them to abide by these.****If a member is displaying symptoms or has tested positive for COVID-19, they will be asked not to attend.** | **2** | **2** | **4** |  |
| Undercooked meat. | Food poisoning. | Anyone consuming the food. | **3** | **4** | **12** | **Anyone cooking the food must be competent in doing so, and if necessary, may seek the opinion of others to determine whether the food is cooked. This will ensure the food is not undercooked.****Cooking times on food packaging to be used as guidance.** | **1** | **4** | **4** |  |
| Poor hygiene practices when cooking. | Bacterial or viral infection from raw meat, from not washing hands before and after handling raw meat and other food, or from using unclean equipment to cook the meat. | The cooker, anyone eating the food. | **3** | **4** | **12** | **All equipment used for cooking will be cleaned thoroughly before and after use.****Anyone handling food will wash their hands thoroughly with soap and water before and after doing so. Hand sanitiser will also be on site.****Anyone eating the food will be advised to wash their hands thoroughly with soap and water from the changing rooms, or with sanitiser provided on site by the club.** | **1** | **4** | **4** |  |
| Food allergies. | Allergic reaction or anaphylaxis. | Anyone eating the food who has food allergies. | **2** | **4** | **8** | **People will be asked if they have food allergies and will be warned if the food contains these allergens.****If persons present have food allergies, they should be warned that cross contamination is likely due to the single cook top.** **Food items to be kept in separate packaging to minimise cross contamination, and different cooking utensils to be used for different food products.****Keep at least one packet of the food item being served so people can check the ingredients for allergens.****Ensure persons with food allergies have their epi pen with them (if they have one) to use if necessary.** | **1** | **4** | **4** | There will be someone with first aid training on site to treat allergic reactions.999 to be called in cases of severe allergic reactions/emergencies.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of persons affected. |
| Using/lighting a BBQ. | Fire risk - damage to surrounding buildings.Risk of burns. | Anyone using or in the vicinity of the BBQ, the surrounding buildings. | **3** | **3** | **9** | **The BBQ will be placed in an area away from flammable materials.****The BBQ will always be attended to when in use to avoid negligence and reduce the risk of fire spreading.****The BBQ will be placed out of the way of the main event and people will be asked to be careful around the BBQ to ensure they don’t burn themselves.****Ensure there is ample water or a fire extinguisher on hand for use in an emergency.****The BBQ will only be lit and maintained by someone competent and responsible in doing so. The operator will be aware of the risks that a BBQ possesses and will take caution when handling the BBQ.** | **2** | **3** | **6** | A first aider who is trained in dealing with burns will be present.Ensure access to either burn gel (located in club first aid kits) or cool running water in the event of a burn.999 to be called in cases of severe burns/emergencies.The welfare secretary to have attended SUSU training to be better equipped to help those affected.An action plan can be put in place to check the wellbeing of persons affected. |
| Poor behaviour or negligence. | Damage to personal or public property.Harm to oneself. | Anyone at the event, people who utilise the facilities, the owner of the facilities. | **1** | **2** | **2** | **All committee members present are to monitor and stop poor behaviour and unsafe activities from occurring, and endeavour to prevent accidents from happening.****If necessary, members behaving poorly may be asked to leave the premises.** | **1** | **2** | **2** |  |

| ***PART B – Action Plan*** |
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| **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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|  |  |  |  |  |  |
| Responsible manager’s signature:  | Responsible manager’s signature: |
| Print name: Ruby-Lee Allen | Date: 16/08/2024 | Print name: Madeleine McGuigan | Date: 20/08/2024 |

**Assessment Guidance**

| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
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| 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 |

| **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 |