

¹Risk Assessment			
Risk Assessment for the activity of	Pumpkin Carving Social – for the 30th October 2024 (date subject to room booking availability, so may change)	Date	22/10/2024
Unit/Faculty/Directorate /Club or Society	Southampton University Karate Club	Assessor	Galateia Tatsi
Line Manager/Supervisor/President	<i>Joshua Kennard</i>	Signed off	(Requires sign off by an Activities Coordinator)
Risk assessment information	This risk assessment is for the Southampton University Karate Club (SUKC) Pumpkin Carving social, that will be held around the 30 th of October (date subject to change). This is in addition to our generic risk assessment, and includes risks and controls specific to this activity that were not included in the generic risk assessment.		

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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Pumpkin carving – use of sharp tools	Wounding, bleeding	Event organisers, event attendees	2	2	4	There will be no use of knives, special carving kit will be used which is safer for use in comparison to knives.	1	2	2	<ul style="list-style-type: none"> • If necessary, emergency services will be called • First aid kit will be brought by organisers • Follow SUSU incident report policy
Falls/ Slips	Physical injury, wounding, bruising, abrasions	Event organisers, event attendees	2	2	4	Make sure that there are no pumpkin or other debris - equipment used left on the floor or anywhere causing obstructions	1	2	2	<ul style="list-style-type: none"> • If necessary, emergency services will be called • First aid kit will be brought by organisers • Follow SUSU incident report policy

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Allergies	Allergic reaction	Event organisers, event attendees	2	3	6	Make sure to have knowledge of members' allergies and intolerances, taking steps to ensure that there is no presence of causes for allergic reactions. Communicating with members during the planning of the social to ensure the safety and health of everyone.	1	2	2	<ul style="list-style-type: none"> • If necessary, emergency services will be called • First aid kit will be brought by organisers • Follow SUSU incident report policy

Costumes/Fancy Dress	Props/costumes causing injury or offence	Event organisers, event attendees	2	2	4	<ul style="list-style-type: none"> Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU Expect Respect policy 	1	2	2	<ul style="list-style-type: none"> SUSU Expect Respect policy to be followed
Setting up of equipment, e.g., tables and chairs	Bruising, abrasions, injuries and broken bones from tripping whilst setting up.	Event organisers, event attendees	2	2	4	Ensure that 2 people carry equipment, make sure people are aware of risks and setting up will be done by organisers.	1	2	2	<ul style="list-style-type: none"> First aid kit will be brought by organisers Follow SUSU incident report policy
Fire hazard – tea candles	Clothes catching fire, burns	Event organisers, event attendees	1	3	3	Make sure no paper, flammable material, or pumpkin debris around. Clean up area regularly and keep it separate and away from activities' section.	1	2	2	<ul style="list-style-type: none"> If necessary, emergency services will be called First aid kit will be brought by organisers Make sure to be familiar with fire exits, and report an incident


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										using SUSU incident report policy

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


Responsible manager's signature:



Print name:
JOSHUA KENNARD

Date:
26/10/2024

Responsible manager's signature:



Print name: Galateia Tatsi

Date
26/10/2024

Assessment Guidance

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

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.

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.
Likelihood		
1	significant	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