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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Biological Sciences Society Bake Sale**  *Date: 20-11-23*  *Time: 10:00-15:00*  *Location: Building 85 Concourse* | | **Date** | **12-11-23** |
| **Group name** | **SUSU Biological Sciences Society** | **Assessor** | **Joshua Gahan** | |
| **Supervisor** | **Joshua Gahan** | **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

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| ***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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Serving and preparation of food | Allergies, food poisoning, and 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. * Follow good food hygiene practices – no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, and 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. |
| Slips, trips, and falls | Physical injury | | Event organisers and attendees | 2 | 4 | 8 | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables. * Any cables to be organised as best as possible. * Cable ties/to be used if necessary. * Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organisers. * Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed, mark off with hazard signs. | 1 | 4 | 4 | * Seek medical attention from SUSU reception/venue staff if in need. * Contact facilities team via SUSU reception/venue staff. * 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). |
| 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 | * Make stall operators aware of the potential risks and follow manual handling guidelines. * Ensure that at least two 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, etc. * 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 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). |
| Inadequate meeting space – overcrowding or not inclusive to all members | Physical injury, distress, and exclusion | | Event organisers and attendees | 1 | 3 | 3 | * Committee check on room pre-booking, checks on space, lighting, access, tech available, etc. * 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. * A maximum of three representatives to be at the stall at any one time. * Request that orderly ques are formed. * Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear. * Ensure that organisers /volunteers do not block walkways when engaging with attendees. * Follow instructions given by support staff/staff on directions and entry and exit points. * Do not move tables if this has been placed for you by staff. | 1 | 3 | 3 | * Seek medical attention if problem arises. * Liaise with SUSU reception/Activities Team on available spaces for meetings. * Postpone meetings where space cannot be found. * Look at remote meeting options for members. * Committee WIDE training. |
| Medical emergency | Members may sustain injury /become unwell due to pre-existing medical conditions, sickness, or distress | | Members | 3 | 5 | 15 | * Advise participants to bring their personal medication * Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. * Contact emergency services as required 111/999. * Contact SUSU reception/venue staff for first aid support. | 2 | 5 | 10 | * All incidents are to be reported 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). |
| Insufficient fire safety awareness | If a fire alarm is triggered, people may not know where to go – crushing, falls, burns, and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials, etc. | | Members | 2 | 5 | 10 | * 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 | * All incidents are to be reported 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). * Call emergency services and University Security. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311). |
| Handling & storing money – charity fundraiser | Theft, individuals being mugged/robbed, or loss/misplacement leading to financial loss | | Members, participants, and charity | 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. * Fundraising will be cashless through a JustGiving page. | 1 | 3 | 3 | * Liaise with SUSU Activities Team on best means of fundraising to ensure that there is no loss/misplacement of funds. |
| Adverse weather | Injury, illness, slipping, and burns | | All who attend | 4 | 3 | 12 | * Lead organiser to check the weather are suitable for activities on the day. * SUSU/UoS Facilities team checks of buildings and spaces prior to the event. * Warn those attending to prepare by wearing appropriate clothing and footwear, e.g. via social media posts, email invites, etc. * In the case of hot weather, organisers to advice participants to bring/wear appropriate level sunscreen, hydrate. | 4 | 1 | 4 | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed. |

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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** | |
| 1 | Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk | Yasmin Yardley | 18-11-23 | |  |  | |
| 2 | Committee members to create and display lists of ingredients (with allergens written in bold) at the stall | Yasmin Yardley | 20-11-23 | |  |  | |
| 3 | Committee to read and share SUSU Expect Respect Policy | Yasmin Yardley | 20-11-23 | |  |  | |
| Responsible committee member signature:  A signature on a white background  Description automatically generated | | | | | Responsible committee member signature: | | |
| Print name: Joshua Gahan | | | | Date: 12-11-23 | Print name: Charles Bush | | Date: 13-11-23 |

**Assessment Guidance**

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| * 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** | | | | | |

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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. |

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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 |

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.