|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Dumpling Making****ABACUS Chinese New Year food making event at Mr. Wang’s (Por Tin)****Indoor restaurant social involving making different foods located on burgess road in Southampton.** **Include event date and times: 6pm, 04/02/25** | **Date** | **09/01/2025** |
| **Unit/Faculty/Directorate/Club or Society**  | ABACUS | **Assessor** | **Kriti Thapa** |
| **Line Manager/Supervisor/President**  | ***Christine Huang*** | **Signed off** |  ***Christine Huang*** |

| ***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** |
| Road traffic accident/ Walking between places. | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **5** | * People also briefed about the journeys before the event starts. For example, the list of venues will be printed on the score card or shared via social media. Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility**.
* Local venues known to UoS students chosen
* Event organisers will be available to direct people between venues.
* Attendees will be assigned to a group of 6, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.
* Be considerate of other pedestrians & road users, keep disturbance & noise down.
 | **2** | **2** | **4** | * Venues chosen local and within a short distance from each other.
* 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)
 |
| Participants getting lost or leaving without any one being aware  | During the event participants may decide they want to leave, or they may get lost on the way  | Event organisers, event attendees,  | **3** | **3** | **9** | * If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.
 | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required
 |
| Allergies  | Allergic reactions to food and drink when out. | Event organisers, event attendees.  | **3** | **5** | **15** | * Attendees responsible for own welfare in such instances.
* Ensuring participants are made aware of the allergen components in foods they’re making
* Making sure to remind them during the event
 | **1** | **5** | **5** | * Call Emergency Services/alert the relevant staff.
* Making an extra post to boost awareness of which foods contain what allergens to ensure their avoidance
 |
| Covid-19 | COVID-19 Spread | Attendees | **2** | **5** | **10** | * Attendees reminded not to come to event if they have symptoms
* Students asked to take LFD test prior to event
 | **1** | **3** | **3** | Anyone with a positive LFD test will be told not to come. |
| Adverse weather conditions  | * Injury (cuts and bruises for instance)
* Slipping
* Illness
 | Event organisers and participants  | **4** | **3** | **6** | * Organisers are to check weather conditions periodically to track potential adversities.
* Warning attendants to wear appropriate clothing for safety precautions.
 | **3** | **2** | **5** | If adverse weather is too extreme, deemed to uncontrollable , the appropriate response would be to postpone or ultimately cancel the event  |
| Group activities  | * Minor injury from equipment used during event
* Multiple people needing to use specific equipment which can become quite hectic
* The case as well with large groups making food
 | * Event organisers and participants
 | **4** | **3** | **4** | * Organisers will ensure equipment and communication is both available and clear to avoid potential chaos and accidental injury
* Adequate space is provided to groups of greater than6
 | **3** | **1** | **3** | Ensuring the group as a whole is aware of the correct way to use the provided equipment to avoid any accidental injury |

|  |
| --- |
| ***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** |
|  | Organizers to ensure they have shared and read Expect respect policy with members | Organizers | 04/02/25 | 05/02/25 |  |
|  | All major incidents will be logged with SUSU the next day.  | Organizers | 04/02/25 | 05/02/25 |  |
|  | Organizers will remind attendees to alert them if they have/develop Covid-19 symptoms before/after the event. | Organizers | 04/02/25 | 05/02/25 |  |
|  | Organizers will request attendees for a negative Covid-19 LFD test | Organizers | 04/02/25 | 05/02/25 |  |
| Responsible manager’s signature: Christine Huang | Responsible manager’s signature: Kriti Thapa |
| Print name: *Christine Huang* | Date:08/01/25 | Print name: Kriti Thapa | Date:08/01/25 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.  |

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.

|  |
| --- |
| 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 |