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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **English Society Bake Sale Fundraiser (Avenue Campus – Monday 4th March)** | | **Date** | **20/02/2024** |
| **Unit/Faculty/Directorate** | **SUSU [English Society]** | **Assessor** | **Natasha Barber (Welfare and Employability Officer)** | |
| **Line Manager/Supervisor** | ***President: Jenna Stewart*** | **Signed off** | ***Jenna Stewart*** | |

| ***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** |
| Serving and preparation of food | Allergic reactions  Dietary issues for customers | Customers of the bake sale. | **3** | **5** | **15** | **We will try to avoid using allergens where possible + make some products which are allergen-free.**  **Ask customers if they have any allergies before serving them.**  **Each plate of products will be labelled with the ingredient list clearly for customers to see.** | **1** | **1** | **2** | If necessary, seek medical attention from Avenue reception or emergency services. |
| Food being consumed | Choking hazard. | Consumers of the products. | **2** | **3** | **6** | **Those making the products will ensure that they are chopping any items like fruits small enough to not be a choking hazard.** | **1** | **3** | **3** | If necessary seek medical attention from Avenue reception or call emergency services. |
| Food poisoning | Illness | Customers | **2** | **4** | **8** | **Those making homemade items will ensure all ingredients are in date and are fresh.**  **All those making the products will follow good 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** | **4** | **4** |  |
| Slips, trips + falls | Physical injury | Those in the vicinity. | **2** | **4** | **8** | **All bags + equipment to be stored under the tables, so that they are not a trip hazard.**  **Floor to be kept clear, dry and clean at all times (visual checks by organisers).**  **Extra vigiliance will be paid to make sure that any spilled food products are cleaned up quickly.**  **Report any trip hazards to Avenue facilities team ASAP. It cannot be removed, mark off with hazard signs.** | **1** | **4** | **4** | Seek medical attention from Avenue reception.  Contact facilities team.  Contact emergency services if needed.  All incidents are to be reported ASAP ensuring duty manager/health and safety officer have been informed. <https://www.susu.org/groups/admin/howto/protectionaccident> |
| Handling + storing money – own society fundraising. | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Organisers of the event (committee) | **2** | **4** | **8** | **Cash to be deposited after the event into society bank account. Social secretary is tasked with storing cash in nominated location if bank not open.**  **Money will not be left unattended.**  **Where possible customers will use bank transfers.** | **1** | **4** | **4** | In the event of theft, committee members will:   * Highlight the incident to any community police officers. * Report incident to SUSU duty manager- https://www.susu.org/groups/admin/howto/protectionaccident |
| Preparing food – using oven, hobs + knives. | Burning, scolding + fire.  Cuts. | Those baking the products. | **2** | **3** | **6** | **All bakers will use the correct equipment e.g. oven gloves and will be vigilant while making the products.** | **1** | **3** | **3** |  |
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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 be made aware of SUSU (& Avenue) Security phone numbers, fire exits, and evacuation plans to be implemented on the day if needed. | Welfare officer – President to oversee completion of this. | 3rd March 2024 | |  |  | |
| 2 | All bakers to be made aware of correct food hygiene practices. | Welfare officer (with Level 2 Food and Hygiene certification) | 1st March 2024 | |  |  | |
| 3 | Committee to be made aware of Expect Respect Policy, and Incident Report procedures. | Welfare officer | 3rd March 2024 | |  |  | |
| 4 | Welfare secretary to send copy of food hygiene training certificate to suactivities@soton.ac.uk | Welfare officer | 29th February 2024 | |  |  | |
| 5 | Committee members to create and display lists of ingredients (with allergens written in bold) at the stall | Social secretary | 4th March 2024 | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Caitlin Corbett | | | | Date: 28/02/2024 | Print name: Emily Vine-Tafft | | Date:  28/02/24 |

**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 |