

Meetings & Socials										
Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<ul style="list-style-type: none"> 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 organizers. 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	2	2	<ul style="list-style-type: none"> 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

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	<ul style="list-style-type: none"> • Make stall operators aware of the potential risks, follow manual handling guidelines • Ensure that at least 2 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 • Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 	1	2	2	<ul style="list-style-type: none"> • 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 on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow SUSU incident report policy
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Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<ul style="list-style-type: none"> • Committee check on room pre-booking, checks on space, lighting, access, tech available • 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 	2	2	4	<ul style="list-style-type: none"> • 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
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	3	1	3	<ul style="list-style-type: none"> • Ensure regular breaks (ideally every 20mins) when using screens • Ensure screen is set up to avoid glare, is at eye height where possible • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc 	1	1	1	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/Tech teams e.g. via activities team • For external venues pre-check equipment and last PAT testing dates • Seek medical attention as required

<p>Socials: Costumes/Fancy Dress</p>	<p>Props/costumes causing injury or offence</p>	<p>Participants Members of the public</p>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> • Ask members to only bring small items and use sensibly. 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 	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> • SUSU Expect Respect policy to be followed • Committee WIDE training
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<p>Socials- alcohol consumption</p>	<p>Participants may become at risk as a result of alcohol consumption</p> <p>Members of the public may act violently towards participants.</p>	<p>Event organis ers, event attend ees,</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • Initiation behaviour not to be tolerated and drinking games to be discouraged • For socials at bars/pubs etc bouncers will be present at most venues. • Bar Security staff will need to be alerted and emergency services called as required. • Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess • Committee to select 'student friendly' bars/clubs and contact them in advance to 	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> • Follow SUSU incident report policy • Call emergency services as required 111/999 • Committee WIDE training
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						<p>inform them of the event</p> <ul style="list-style-type: none">• Society to follow and share with members Code of conduct/SUSU Expect Respect policy				
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Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	1	4	4	<ul style="list-style-type: none"> • Members are responsible for their individual safety though and are expected to act sensibly • Local venues known to UoS students chosen • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy', 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. • Avoid large groups of people totally blocking the pavement or road. • Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). • Be considerate of other pedestrians & road users, keep disturbance & noise down. 	1	3	3	<ul style="list-style-type: none"> • Where possible venues chosen for socials will be local/known to members and within a short distance from each other. • Contact emergency services as required 111/999 • 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
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<p>Socials/Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Members, Participants</p>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> • 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
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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 i.e. waste cardboard/boxes.	Members, Participants	1	4	4	<ul style="list-style-type: none"> • Ensure that members know where the nearest fire exists are and the meeting place is outside, should it be needed • Build-up of rubbish is to be kept to a minimum. The excess build-up is to be removed promptly and deposited in the designated areas. 	1	2	2	<ul style="list-style-type: none"> • All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Call emergency services and University Security: • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311 • (Ext:3311).
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Fundraising Events & Cash Handling - For own Society or Charity

<p>Handling & Storing Money- Own Society fundraising</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants</p>	<p>1</p>	<p>1</p>	<p>1</p>	<ul style="list-style-type: none"> • Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open. • Money to be kept in lockable box • Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible when out in public) • Where possible offer option to pre-buy tickets to avoid cash purchases E.g. use of SUSU box office, hire/loan of contactless payment machines • Money to not be left unattended • Collectors will prioritise own safety, advised not to confront any potential thief. 	<p>1</p>	<p>1</p>	<p>1</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report incident to SUSU duty manager and complete a SUSU incident report
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<p>Handling & Storing Money-Charity fundraiser</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants, Charity</p>	<p>1</p>	<p>1</p>	<p>1</p>	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5) • Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. • Collection buckets to remain sealed and to not be left unattended • Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. • Nominated person will be tasked with storing cash in nominated location when SUSU office not open. • Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) 	<p>1</p>	<p>1</p>	<p>1</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • Highlight the incident to any community police officers in the area/report to 111 • Report to SUSU Duty manager and Complete a SUSU incident report
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<p>Events involving Food</p>	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking 	<p>All</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> • Individual event risk assessment to be carried out for events involving members making/serving food. • Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +) • Only order/buy food at establishments with an appropriate food hygiene rating • Food to only be provided/eaten when other activities are stopped • Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products. 	<p>1</p>	<p>3</p>	<p>3</p>	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <p>Report incidents via the SUSU incident report procedure</p>
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Awareness/Promotional Stand e.g. Bunfight

*excluding items covered above

Overcrowding at Stall	Reduced space in walkways and entrances. Risk of Students panicking because of tight spaces/confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour.	Members, visitors	2	3	6	<ul style="list-style-type: none"> • A maximum of 2 representatives to be at the stall at any one time • Request that orderly queues 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	<ul style="list-style-type: none"> • Seek medical attention if a problem arises • Seek support from facilities staff
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<p>Falling Objects e.g. Banners / Merchandise stand if applicable / Engineering Models on table / Displays of Previous EWB Challenges</p>	<p>Injury Bruising Damage to equipment</p>	<p>Members, visitors</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Tables to be safely secured by staff where possible – ask for support from the facilities team • Ensure the banner is secured and on a flat surface • Ensure banners or objects are not obscuring walkways or exits-ideally place them behind or to the side of the stall where space allows- ensuring distance between stalls/stall holders • Regarding the merch, models and displays, ensure that they are evenly spread across the table so that it does not appear too cluttered, thus reducing the likelihood of objects being knocked over 	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> • Seek medical attention if a problem arises • Seek support from facilities staff
<p>Provision of Packaged Foods at BunFight</p>	<p>Could pose an allergy risk or even a severe allergic reaction if food is provided to a visitor with a specific allergy</p>	<p>Members, visitors</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> • Ensure that all food items are completely packaged, unopened and not tampered with when purchased and served to the stand visitors • Ensure to ask the visitor that they do not have any allergies before taking any candies/food 	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • Seek medical attention if a problem arises • Seek support from facilities staff • Call for first aid/emergency services as required • Report incidents via the SUSU incident report procedure • Contact emergency services as required 111/999

External Speakers										
*excluding items covered above										
Ensuring the credibility of the speaker, to maintaining the safety and comfort of all members of the society attending the event	An individual may be uncomfortable with the presence of an external visitor if not fully aware of their background, and given sufficient context for the event through proficient communication	Committee, Members, and any others present	3	1	3	<ul style="list-style-type: none"> Ensure the external speakers' UoS Code of Practice is filled out and approved by SUSU, and is circulated to all committee members, and also to members upon specific request 	2	1	2	<ul style="list-style-type: none"> The president/VPs can speak to the individual affected to understand the situation, and then make the welfare secretary handle the situation effectively, with the knowledge of the training program completed
Ensuring that within the discussion/presentation points of the external speaker, there are no matters that could offend a specific individual or group	An individual or group may take offence to a specific thing that is said, if the contents of the external speaker's plans aren't analysed in advance	Committee, Members, and any others present	3	1	3	<ul style="list-style-type: none"> Ensure the external speakers' UoS Code of Practice is filled out (as detailed above) Ensure background checks are conducted on the external speaker, either by the committee or SUSU, to ensure no background could cause offence if mentioned 	1	2	2	<ul style="list-style-type: none"> If it is found to be the case that there is an aspect of the external speaker that may cause upset, then following analysis far in advance of the day of the planned event, the relevant individuals can be made aware if this is a lesser scale issue However, if it is likely to cause a major offence to at least one individual, then the event can be cancelled, and the speaker is not invited

Field Trips/Facility Visits *excluding items covered above										
Specific hazards associated with the nature of the field trip	The referenced hazards could pose particular risks, depending on the nature of the facility being visited, such as indoors/outdoors etc	Committee, Members, and any others present	3	3	9	<ul style="list-style-type: none"> Ensure a field trip risk assessment has been completed before the day of the event so that there is clear documentation of the risks that could present a hazard during this field trip/facility visit in particular 	2	1	2	<ul style="list-style-type: none"> In advance of the event, confer with SUSU, to analyse the venue being visited, to see if it had been visited previously by a Southampton University society, and thus any key factors should be included in the event-specific risk assessment

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, and build-up of flammable materials i.e. waste cardboard/boxes.	Committee, Members, and any others present	1	4	4	<ul style="list-style-type: none"> • Ensure that everyone knows where the nearest fire exists is and the meeting place is outside, should it be needed (achieved through a brief from the organisers at the beginning of the day) • Build-up of rubbish is to be kept to a minimum. The excess build-up is to be removed promptly and deposited in the designated areas. 	1	3	3	<ul style="list-style-type: none"> • Ensure all committee and members are evacuated from the area, and if in an extreme situation, taken back to the University before the scheduled end of the event • Once having returned to the university, the President and Welfare Secretary should ensure all incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Call emergency services and University Security: • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311, (Ext:3311).
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Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	1	4	4	<ul style="list-style-type: none"> Members are responsible for their individual safety though and are expected to act sensibly Local venues known to UoS students chosen Event organisers will be available to direct people between venues. Attendees will be encouraged to identify a 'buddy', 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. Avoid large groups of people blocking the pavement or the road. Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). Be considerate of other pedestrians & road users, & keep disturbance down. 	1	3	3	<ul style="list-style-type: none"> Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999 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
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Local Educational Outreach (Assume Walking Distance to Venue)										
*excluding items covered above										
Specific hazards associated with the nature of the educational outreach visit	The referenced hazards could pose particular risks, depending on the nature of the facility being visited, such as indoors/outdoors etc + the age range of the individuals being taught	Committee, Members, and any others present	3	2	6	<ul style="list-style-type: none"> Ensure a field trip risk assessment has been completed before the day of the event so that there is clear documentation of the risks that could present a hazard during this field trip/facility visit in particular 	2	1	2	<ul style="list-style-type: none"> In advance of the event, confer with SUSU, to analyse the venue being visited, to see if it had been visited previously by a Southampton University society, and thus any key factors should be included in the event-specific risk assessment

<p>Insufficient Fire Safety Awareness</p>	<p>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, and build-up of flammable materials i.e. waste cardboard/boxes.</p>	<p>Committee, Members, and any others present</p>	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> • Ensure that everyone knows where the nearest fire exists is and the meeting place is outside, should it be needed (achieved through a brief from the organisers at the beginning of the day) • Build-up of rubbish is to be kept to a minimum. The excess build-up is to be removed promptly and deposited in the designated areas. 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Ensure all committee and members are evacuated from the area, and if in an extreme situation, taken back to the University before the scheduled end of the event • Once having returned to the university, the President and Welfare Secretary should ensure all incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. • Call emergency services and University Security: • Emergency contact number for Campus Security: • Tel: +44 (0)23 8059 3311, (Ext:3311).
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Sponsor Partnership with External Organisations e.g. Play Action International, Multiple Access Communications etc

*to eliminate the need for repetition in this section, this section is also inclusive of the risks and control measures stated in the 'Fundraising Events & Cash Handling', 'Awareness/Promotional Stand', 'External Speakers', 'Field Trips/Facility Visit' & 'Local Education Outreach' Sections

<p>Ensuring the contract agreement is adhered to and both sides of the agreement are upheld</p>	<p>Potential conflict between the sponsor and the beneficiary, thus leading to the termination of the partnership or discontent parties</p>	<p>Beneficiary, Sponsor, SUActivities Team, University, Committee or Members</p>	<p>3</p>	<p>1</p>	<p>3</p>	<ul style="list-style-type: none"> • Ensure the sponsorship contract agreement has been completed • Ensuring the beneficiary (EWB Southampton) and the sponsor (Play Action International) have thoroughly read the draft contract, and confirmed in writing they are happy with its contents • Following this, ensure that the agreement document is signed and dated by the beneficiary, the sponsor and 2 members of the SUActivities Team • Ensure that a signed and completed version of the agreement is shared and accessible to the beneficiary, sponsor and SUActivities Team, including the entire EWB Southampton committee 	<p>2</p>	<p>1</p>	<p>2</p>	<ul style="list-style-type: none"> • To eliminate any further conflict of interest, there should be an active effort from both sides of the agreement to communicate • This includes when EWB Southampton will schedule an event or talk to promote Play Action International, such as through lectures, external talks with other societies and the Freshers Fair • Also includes transparency of the services of the sponsor to the beneficiary, and ensuring this is upheld, such as regular promotion of EWB when they hold an event on the PAI social media, such as LinkedIn or Instagram • Specifically, Yaviin (EWB Southampton President) will be the main point of communication with Jessica Poole (PAI Global Engagement and Strategic Partnerships Manager) to ensure both sides are continually aware of the activities of the other
<p>Data protection of sponsor, beneficiary, and university</p>	<p>Ensure the data entered in agreement is protected by the uni's policy</p>	<p>Beneficiary, Sponsor, SUActivities Team or the University</p>	<p>3</p>	<p>1</p>	<p>3</p>	<ul style="list-style-type: none"> • Ensure all parties involved in the contract agreement are familiar with the data protection policy, and consent to providing their data and information 	<p>2</p>	<p>1</p>	<p>2</p>	<ul style="list-style-type: none"> • Copies of the final version of the contract agreement are shared with the beneficiary, sponsor and SUActivities Team

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	Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> · Trips and Tours · Fundraising events e.g. Bake Sales · External Speaker Events 	President	26/07/2024	26/07/24	Unanimous agreement to risk and likelihood scores. Low-risk activities as most will take place online and no travel is involved. However, for any in-person events, within university facilities or at external venues, tailored risk assessments for these events will be completed and approved.
2	Committee to read and share SUSU Expect Respect Policy	President	26/07/2024	26/07/24	Committee read and agreed to follow the SUSU Expect Respect Policy.
Responsible manager's signature: Yaviin Jayasoma				Responsible manager's signature: Hung Yang	
Print name: Yaviin Jayasoma			Date: 26/07/24	Print name: Hung Yang	
				Date 26/07/24	

Assessment Guidance

• 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				

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