

Risk Assessment

Risk Assessment for the activity of	<p>Unveiling Indonesia: Batik, Beats & Bites</p> <p>Collaboration between Indonesia Student Mobility Awards (IISMA) Awardees at the University of Southampton and SUSU Indonesian Society.</p> <p>Event Venue: Faith and Reflection Centre, University of Southampton, Highfield Campus, Southampton SO17 1TR</p> <p>Date and time: Saturday, 9 November 2024, 15.15-18.00</p> <p>Activities include:</p> <ul style="list-style-type: none"> • Serving Indonesian dishes • Attendees playing games, such as, Tongue Twister • Dance performance; Musical performance involving acoustic guitar and singing 	Date 25/10/24	Last review date
Unit/Faculty/Directorate	INDONESIAN SOCIETY	Assessor	
Line Manager/Supervisor	<p><i>Angelina Freira Law – President of Indonesian Society</i></p> <p><i>Ivana Elisabeth Tarigan – Student Representative of IISMA at the University of Southampton</i></p>	Signed off	<i>VP Activities/Sport or Activities Coordinator</i>

PART A

(1) Risk identification			(2) Risk assessment			(2) Risk assessment				
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	
Food Allergy	Allergic reaction to food and drinks (angioedema, wheezing and/or breathlessness, etc.), anaphylaxis, hives	Event participants , individuals preparing food items and staff present	3	5	15	<input type="checkbox"/> Sign up form will ask for allergies of participants which will be taken into consideration when preparing food items. <input type="checkbox"/> Should the food item contain an ingredient that a participant is allergic to, a small separate portion will be made without the allergen. <input type="checkbox"/> Each dish will have a label that will inform participants of allergens in the dish in bold letters. <input type="checkbox"/> Individuals preparing dishes will be always gloved during the preparation and excluded from the preparation of the dish if	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to activities team <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

						<p>they are allergic to ingredients in the dish.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Clean and wash utensils before use. <input type="checkbox"/> Store ingredients and prepared food separately. 				
Food Poisoning	Diarrhoea, vomiting, nausea, abdominal pains	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> <input type="checkbox"/> Precautions to be made by individuals with appropriate food hygiene training of level 2 and above. <input type="checkbox"/> Food items should be prepared with clean hands and gloves worn at all times. <input type="checkbox"/> All raw food items should be fully cooked and meets the minimum internal temperature for food safety (beef & pork: 63°C, chicken & poultry: 74°C, fish: 63°C, ground meat & sausages: 74°) <input type="checkbox"/> All hot food to be kept at 63°C during the event <input type="checkbox"/> All raw food items purchased off the shelf that are to be used at the event should not be past the expiration date. <input type="checkbox"/> Store ingredients and prepared food items separately. <input type="checkbox"/> Clean and wash hands and utensils before use. <input type="checkbox"/> Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and 	1	2	2	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <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

						equipment regularly using warm water and cleaning products.				
Cross contamination	Illness and choking	Event organisers and attendees	2	5	10	<input type="checkbox"/> Precautions to be made by individuals with appropriate food hygiene training of level 2 and above. <input type="checkbox"/> Food items should be prepared with clean hands and gloves worn at all times. <input type="checkbox"/> Cuts should be covered with a plaster and gloves worn on the hand with cut should the cut be on the hands. <input type="checkbox"/> Ensure shelving is securely fastened and built before placing items on the shelf. <input type="checkbox"/> Small items with the risk of falling into food should be kept away from food items. <input type="checkbox"/> Ensure utensils and serving dishes with the risk of melting are not placed near fire or heat.	1	3	3	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <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
Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<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. 	1	4	4	<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 <p>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</p>

						<ul style="list-style-type: none"> • 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 				
Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Event organisers	2	3	6	<ul style="list-style-type: none"> • Ensure that at least 2 people carry tables. • 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 • Individuals with pre-existing conditions are not doing any unnecessary lifting and they are comfortable 	1	3	3	<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 <p>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</p>
Electrical equipment and appliances	Injury and electric shock	Event organisers and attendees	1	4	4	<ul style="list-style-type: none"> • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc • Ensure hands are dry when handling electrical equipment. • Ensure personal electrical equipment's brought for the event comply with the minimum standards. 	1	4	4	<ul style="list-style-type: none"> • For external venues pre-check equipment and last PAT testing dates • Seek medical attention as required

Inadequate meeting space-overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<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 A limit on the number of participants for the event to meet the space constraints where applicable 	1	3	3	<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 <ul style="list-style-type: none"> Committee WIDE training
Socials/Meetings-Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Event organisers and attendees	3	5	15	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Event organisers to bring their own 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 <p>Contact SUSU Reception/Venue staff for first aid support</p>	2	5	15	<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. <p>Follow SUSU incident report policy</p>
Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	2	3	6	<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 	2	2	4	<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

						<ul style="list-style-type: none"> • Event organisers will be available to direct people between venues. • Event organisers will upload directions of how to reach destination on social media platforms • Avoid large groups of people totally blocking the pavement or spilling into the road. • Anybody in the group who 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. 				<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. <p>Follow SUSU incident report policy</p>
Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> • 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	<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:



	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.									<ul style="list-style-type: none"> Tel: +44 (0)23 8059 3311 (Ext:3311).
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Event organisers to ensure orderliness when attendees are served food Pushing and shoving will not be tolerated <input type="checkbox"/> Queue system will be implemented for food collection <input type="checkbox"/> Crowd management will be performed whenever necessary <input type="checkbox"/> Food to be served onto the plates by event organisers when approached by attendee. 	1	3	3	<ul style="list-style-type: none"> Seek medical attention if problem arises With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day Security team may inform police of the event if required (e.g. marches)

Talks/debates - subjects that could be sensitive or personal to some members	The attendees feel negative emotions around the topic or becomes distressed by images or events shown/discussed.	Attendees	2	3	6	<ul style="list-style-type: none"> • Prior information about event and what to expect given out so participants know what to expect. • Participants made aware they could leave the event at any time. • All updates relating to the event are posted on social media platforms and broadcasted on the society's messaging and communication channels. 	1	3	3	<ul style="list-style-type: none"> • Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter • Committee Wide Training • Seek guidance from activities/SUSU advice centre/UoS enabling team as required
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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	<ul style="list-style-type: none"> • At least one committee member from each participating society to have completed level 2 food hygiene training 	Relevant committee members - president to	18/10/24		

		ensure complete.			
2	· Committee members to ensure that ingredients list with allergens highlighted have been prepared by participating societies	Relevant committee members – president to ensure complete.	2/11/24		
3	· Committee members to ensure that separate dish(es) without allergens of participants have been prepared	president to ensure complete.	On the event day		
4	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	2/11/24		
Responsible committee member's signature: 				Responsible committee member's signature: 	
Print name: Angelina Freira Law & Ivana Elisabeth Tarigan			Date: 25/10/24	Print name:	Date:

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