

<b>Risk Assessment</b>			
<b>Risk Assessment for the activity of</b>	<b>Brothers' meet and greet</b>		<b>Date</b> <b>26/9/24</b>
<b>Unit/Faculty/Directorate</b>	<b>Southampton Islamic Society</b>	<b>Assessor</b>	<b>Aqib Quraishi</b>
<b>Line Manager/Supervisor</b>	<b>Mohammed Saqib Shohel</b>	<b>Signed off</b>	<b>Mohammed Saqib Shohel</b>

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<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Looking at a screen for a long time	Eye strain, fatigue	All attendees (in front of a screen)	3	1	3	Take breaks from looking at screen	3	1	3	

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Sitting down for too long	Bad posture, strained nerves and muscles	Those attending the event whilst sat down	3	1	3	Take breaks to stand up and stretch	3	1	3	

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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	- 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 (pizza, pizza boxes) 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 in need - Contact facilities team via SUSU reception/venue staff - 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, following the SUSU incident report policy (linked below) <a href="https://www.susu.org/groups/admin/howto/protectioaccident">https://www.susu.org/groups/admin/howto/protectioaccident</a>

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Carrying pizza boxes into venue	Brusing or broken bones from tripping over venue seats/tables or bumping into doors on the way into venue	Meeting organisers	2	3	6	<ul style="list-style-type: none"> <li>- Follow manual handling guidelines</li> <li>- Ensure to distribute the pizza boxes between the organisers, to prevent one organiser carrying a heavy load alone</li> <li>- Work in teams when handling large and bulky items</li> <li>- Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>- Seek assistance if in need of extra help from facilities team/venue staff if needed</li> <li>- Seek medical attention from SUSU reception/venue staff in need</li> <li>- Contact facilities team via SUSU reception/venue staff</li> <li>- Contact emergency services if needed</li> </ul> All incidents are to be reported as soon as possible ensuring the duty manager health and safety officer have been informed, following the SUSU incident report policy (linked below) <a href="https://www.susu.org/groups/admin/howto/protctionaccident">https://www.susu.org/groups/admin/howto/protctionaccident</a>

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Inadequate meeting space – overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	- 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	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

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Presentation slides (powerpoint) which presenting involve using electrical equipment e.g. computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>- Ensure regular breaks (ideally every 20 mins)</li> <li>- Ensure screen is set up to avoid any glare, is at eye height where possible</li> <li>- Ensure no liquids are placed near electrical equipment</li> <li>- Ensure all leads (if any) are secured with table/mats etc</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>- Request support and advice from SUSU IT/tech teams e.g. via activities team</li> <li>- For external venues pre-check equipment and last PAT testing dates</li> <li>- Seek medical attention as required</li> </ul>

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Medical emergency	Members may sustain injury/become unwell Pre-existing medical conditions, sickness, distress	members	3	5	15	- 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	2	5	10	- 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 (linked below) <a href="https://www.susu.org/groups/admin/howto/protectioaccident">https://www.susu.org/groups/admin/howto/protectioaccident</a>

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Insufficient fire safety awareness	If 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	2	5	10	- 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. 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. - Call the emergency services and university security: - Emergency contact number for campus security: - Tel: +44 (0)23 8059 3311 (Ext:3311)



Food allergy	Example – a person with a gluten allergy comes in contact with pizza containing gluten, hence getting an allergic reaction	Person with any allergy	3	3	9	<p>- The hazard should not be eliminated as the chances of an allergic reaction are low, but participants should be informed of the presence of allergens and asked about their allergies before attendance and reminded to bring their own medication where necessary.</p> <p>- Cross-contamination will be prevented ensuring separate cooking utensils, clean cooking environments and proper storage. Packaging with allergen information will also be kept allowing participants to make informed decisions.</p>	1	3	3	Medical attention will be sought by calling emergency services if required.
Food	Choking	User	1	3	3	- Advise people to eat slowly and to not talk whilst eating. Advise people to chew food properly before swallowing	1	3	3	Medical attention will be called if needed

**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

Responsible manager's signature: Print name: Aqib Quraishi Date: 3/9/24	Responsible manager's signature: Print name: Muhammad Saqib Shohel Date 3/9/24
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## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. 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				

### 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.

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

