

Risk Assessment

Risk Assessment for the activity of	Plant Sale	Date: 28/10/2024	
Unit/Faculty/Directorate	University of Southampton Islamic Society	Assessor	Nurulhuda Gumay Riswandi
Line Manager/Supervisor	Mohammed Saqib Shohel	Signed off	Mohammed Saqib Shohel

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	Control measures (use the risk hierarchy)	Residual	L	I	S	Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e	L i k e l i h o o d	I m p a c t	S c o r e	

Plant parts, insects, pollens.	Allergic reactions to plant parts, insects or pollen.	People with certain allergies	2	5	10	<ul style="list-style-type: none"> ☐ to avoid plants with sharp spines or spikey foliage. ☐ avoid contact with insects. • Individuals advised to carry appropriate medications if identified as at risk (e.g.. Epi pens, Ventolin) • Pre-sale inspection • Avoid leaving water in open receptacles 	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 • 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
Soil bacteria	Soil contains millions of bacteria and microorganisms, most of which are harmless but some are potentially dangerous	Anyone	2	5	10	<ul style="list-style-type: none"> • Ensure all plants sold are properly potted and suitable for carrying without direct contact with soil • Advice washing of hands and using of gloves wherever possible. 	1	5	5	<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. • Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. 	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 • 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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					<ul style="list-style-type: none">• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs				
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<p>Setting up of Equipment. E.g. Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<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 	<p>1</p>	<p>3</p>	<p>3</p>	<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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						<ul style="list-style-type: none"> • Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 				
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 	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 • Committee WIDE training

Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<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 	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. • 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	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: • Tel: +44 (0)23 8059 3311 • (Ext:3311).
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<p>Handling & Storing Money- Own Society fundraising</p>	<p>Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss</p>	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • The use of cashless payments. • 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 	<p>1</p>	<p>3</p>	<p>3</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 c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report
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						<ul style="list-style-type: none"> Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 				
Handling & Storing Money-Charity fundraiser	Theft Individuals being mugged/robbed Loss/misplacement leading to financial loss	Members, Participants, Charity	3	4	12	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> Charity Event form completed, and RAG approval will be given Use of cashless payments, wherever possible 	1	3	3	<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

					<ul style="list-style-type: none">• 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.• Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.• Nominated person will be tasked with storing cash in nominated location when SUSU office not open.				
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Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	1 2	<ul style="list-style-type: none"> • Lead organiser to check the weather are suitable for activities on the day • SUSU/UoS Facilities team checks of buildings and spaces prior to the event • Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites 	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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					<ul style="list-style-type: none">• In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate.• In case of wet weather, disposable waterproof ponchos to be provided to responsible adults.				
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Overcrowding	<ul style="list-style-type: none"> Physical injury 	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. <ul style="list-style-type: none"> Book during quieter times when less activities taking place on Redbrick/book all available space 	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)
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					<ul style="list-style-type: none">• Inform other bookings on the Redbrick/in the area of the event				
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Disturbance to public, students and staff	<ul style="list-style-type: none"> Conflict, noise, crowds 	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> Events planned for redbrick avoiding residential areas UoS Security Teams informed of the event Everybody will be encouraged to stay together as a group shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas 	1	2	2	<ul style="list-style-type: none"> With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk Inform UoS/SUSU communications team of the event- can brief others via SUSSEED
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					<ul style="list-style-type: none">• If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)				
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<p>Counter protest, discrimination against the demonstration/Campaign</p>	<ul style="list-style-type: none"> Assault, Violence or threatening / Aggressive Behaviour 	<p>Event organisers and attendees</p>	<p>2</p>	<p>4</p>	<p>8</p>	<ul style="list-style-type: none"> Event planned for Highfield campus- a route well signposted and known for students 	<p>1</p>	<p>4</p>	<p>4</p>	<ul style="list-style-type: none"> Event organisers to call University Security if necessary. Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311) Building 32, University Road Highfield Campus. Any incidents will be reported via UoS reporting tools Contact emergency services if needed Organisers will, following the event, share relevant information on support/signpost via social media channels etc.
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					<ul style="list-style-type: none">• Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues				
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					<ul style="list-style-type: none">• Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts• Participants made aware they could join and leave the event at any time.• Ensure that people are aware that this is an open space for discussion to discourage protest.				
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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 5 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 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff
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						<ul style="list-style-type: none"> Do not move tables if this has been placed for you by staff. 				
Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	2	4	<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 	1	2	2	<ul style="list-style-type: none"> SUSU Expect Respect policy to be followed Committee WIDE training

Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> • Tables to be safely secured by staff where possible – ask for support from facilities team • Ensure banner is secured and on a flat surface • Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders 	1	2	2	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff
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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 read and share SUSU Expect Respect Policy	Relevant committee	Done	23/10/24	Follow Guidance

		members – president to ensure complete.			
2	Individual risk assessments for individual stalls with higher risk levels and anything not covered by this assessment. This includes: <ul style="list-style-type: none"> • Henna Stall 	Relevant committee members – president to ensure complete.		23/10/24	Follow Guidance
3	Ensure first aid kit is present and a relevant first aid individual present at all times	Relevant committee member to ensure this is adhered to		23/10/24	This will be to minimise risk and prevent serious accidents
Responsible committee member’s signature:				Responsible committee member’s signature:	
Print name: Nurulhuda Gumay Riswandi			Date: 20/10/2024	Print name: Mohammed Saqib Shohel	
				Date: 20/10/2024	

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	

L I K E L I H O O D	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				

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

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

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.