

Risk Assessment

Risk Assessment for the activity of	CW ISOC Bake Sale 2024	Date: 30/10/2024	
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)	L	I	S	Control measures (use the risk hierarchy)	L	I	S	Further controls (use the risk hierarchy)
			i	m	c		i	m	s	
			k	p	o		k	p	o	
			e	a	r		e	a	e	
			l	i	t		l	i	t	
			i	h	o		i	h	o	
			d	o	o		o	o	d	

Serving and preparation of food	Allergies Food poisoning Choking	All	3	5	15	<p>-Allergen information to be displayed for every food item</p> <p>-Ensure that it is clear what allergens each item being sold contains. -Bakers will be instructed to provide detailed allergy information ahead of the event, including the 14 most common allergens.</p> <p>-Precautions should be made by those with appropriate food hygiene training (Level 2 +) and to provide supervision for any food preparation.</p> <p>-Only order/buy food at establishments with appropriate food hygiene rating</p> <p>-Food to only be provided/eaten when other activities are stopped</p> <p>-Follow good food hygiene practices- no handling food when ill, tie back hair, wash</p>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services a required</p> <ul style="list-style-type: none"> • Report incidents via SUSU incident report procedure
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Food-borne illness	Customers becoming unwell	Anyone eating	2	3	6	<p>-Ensure that good food preparation guidelines are followed prior to the event</p> <p>-Ensure that bakers and people on the stall are not unwell</p> <p>-Ensure that the customer handles items they want to purchase to minimise contact between vendor and customer</p>	1	3	3	<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>
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Slips, trips and falls	Physical injury	Event organizers 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. • Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs 	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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<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 • Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable 	<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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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
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<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	4	4	<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/ Meetings- Medical emergency</p>	<p>Members may sustain injury /become unwell</p> <p>pre-existing medical conditions Sickness Distress</p>	<p>Memb ers</p>	<p>3</p>	<p>5</p>	<p>15</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>2</p>	<p>5</p>	<p>15</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	2	10	5	<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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Handling & Storing Money- Own Society fundraising	Theft Individuals being mugged/robbed Loss/ misplacement leading to financial loss	Memb ers, Particip ants	3	4	12	<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 • Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. 	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 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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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 • All food hygiene certificates and event risk assessment to be approved by activities team 	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
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Adverse Weather	Injury Illness Slipping Burns	All who attend	4	3	12	<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 • In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate 	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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Overcrowding	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. • Book during quieter times when less activities taking place on Redbrick/book all available space • Inform other bookings on the Redbrick/in the area of the event 	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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Disturbance to public, students and staff	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 <p>-If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</p>	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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Counter protest, discrimination against the demonstration/Campaign	Assault, Violence, or threatening/ Aggressive Behaviour	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • Event planned for Highfield campus- a route well signposted and known for students • 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 • 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 	1	4	4	<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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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 3 representatives to be at the stall at any one time • Request that orderly ques 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 problem arises • Seek support from facilities staff
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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	<ul style="list-style-type: none"> • Committee to send copies of all food hygiene training certificates to activities@susu.org 	Relevant committee members – president to ensure complete.	26/10/24	26/10/24	All foods are prepared with care in following 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, etc.
2	<ul style="list-style-type: none"> • Committee members to create and display lists of 	Relevant committee	26/10/24	26/10/24	To prepare Allergen cards for each sale item to be displayed at the stall and always

	ingredients (with allergens written in bold) at the stall	members – president to ensure complete.			remind customer that they should check for allergen in what they intend to buy.
3	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	26/10/24	26/10/24	Follow guidance.
4	Health and safety briefing to discuss plan of action in case of emergency	first aid responsible individual to deliver before event	26/10/24	26/10/24	This will be to minimise risk and ensure safety procedures are followed
5	First aid kits, and trained individuals to be at the stall at any one time	To be ensure by responsible committee member	26/10/24	26/10/24	This is to ensure serious accidents don't occur, and if they do, the right help will be available on-site
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

• 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,	Likely to still require admin controls

		glove box	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

