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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** BakeSoc London Bakery Crawl Social | **Outline:**  A tour of a number of food venues and bakeries within the centre of London  EL&N Deli & Bakery – Unit 22, the Market  Floozie Cookies – 15, The Market Building  Blondies Kitchen – 11 Royal Opera House Arcade  Santa Nata – 17 Russell Square  Humble Crumble - 50A Earlham St  Little Pudding - Earlham St  Donutelier – 50 Charing Cross Road  Chinatown Bakery - 7-9 Newport Place  Ole & Steen – 56 Haymarket  Buns from Home – 63 Broadwick Street  Ben’s Cookies – 139 Oxford Street  Arome Bakery - 9 Mercer Street  Date: Saturday 25th January 2025  Coach or train and London Underground will be used for travel and booked individually. The event will take place between 8am and 9pm | | **Date** | 11/01/25 |
| **Unit/Faculty/Directorate/Club or Society** | University of Southampton Baking Society | **Assessor** | Yasmin Ball | |
| **Line Manager/Supervisor/President** | Jack, President | **Signed off** | Jack Williamson | |

| ***PART A*** | | | | | | | | | | |
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| **(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** | | |  | **Residual** | | | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Road traffic accident/ Walking between places | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * People also briefed about the journeys before the event starts. For example, the list of venues will be shared via social media. Event organisers to make it clear that travel to and from each venue is attendees’ **own responsibility.** * A map of the venues will be distributed and discussed before and during the event * 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 event where possible * Avoid large groups of people totally blocking the pavement or spilling in to the road. * Be considerate of other pedestrians & road users, keep disturbance & noise down. * Avoid behaviour likely to provoke a disturbance or fights. | **2** | **2** | **4** | * Venues chosen local and within a short distance from each other. * 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](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Transport: Cancellations/diversion s | Students not reaching the intended destination | Students | **3** | **1** | **3** | Committee to review coach and train times and any potential diversions/prior to and during the trip | **3** | **1** | **3** | During the trip, the committee to regularly review coach and train times during the trip to check for any possible cancellations and diversions. |
| Participants getting lost or leaving without any one being aware | During the event participants may decide they want to leave, or they may get lost on the way | Event organisers, event attendees, | **3** | **3** | **9** | * If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. * Supervision, the event will be run by the society committee These attend each venue. * Venues chosen within a short distance from each other. | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required |
| Risk of Violent Crime, harassment and/or abuse | Accident and/or injury | • Students  • Members of the public | **2** | **5** | **10** | * Students will remain as a group at all times. * Stay away from large gatherings or demonstrations * Participants all advised to give up valuables in the event of a serious confrontation to prioritise their own safety. | **1** | **5** | **5** | * Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager * Report incidents to local emergency services * Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here. - <https://www.susu.org/contact.htm> |
| Adverse Weather | * Injury * Illness * Slipping * Burns | Event organisers, event attendees, | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day * 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 advise participants to bring/wear appropriate level sunscreen, hydrate * In the case of icy conditions, participants will be advised to bring appropriate footwear | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Falls/ slips | participants falling and subsequently injuring themselves. | Event organisers, event attendees, | **3** | **2** | **6** | * Committee to check that chosen venues meet the following requirements: * Venue is in good condition with no major trip hazards. * Attendees will be told to wear appropriate footwear. | **3** | **1** | **3** | * If necessary, emergency services will be called * Request first aid at venue * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Allergies | Allergic reactions to food and drink when out | Event organisers, event attendees, | **3** | **5** | **15** | * Attendees responsible for own welfare in such instances- follow guidelines of venues * Committee members will be made aware of participant allergies. * First aid requested from venue staff as required | **1** | **5** | **5** | * Call Emergency Services/alert venue staff |
| Incident – Experience of terrorism | Distress, Serious injury, fatality | Students Members of the public | **2** | **5** | **10** | In case of an incident follow Run, Hide, Tell guidance. follow the advice of in country energy service.  • Stay away from larger gatherings or demonstrations | **1** | **5** | **5** | • Contact emergency services. |

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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** | |
|  | Organizers to ensure they have shared and read Expect respect policy with members | All | ASAP | |  | |  | |
|  | Route planned and shared in advance with attendees | Yasmin Ball | 08/01/25 | | | 15/01 |  | |
|  | All major incidents will be logged with SUSU the next day. | Yasmin Ball |  | | |  |  | |
|  | Weather check prior to event start | Yasmin Ball | 24/01/25 | | | 24/01 |  | |
|  | WIDE training completed by committee | All | ASAP | | | ASAP |  | |
|  |  |  |  | | |  |  | |
| Responsible committee member signature: Yasmin Ball | | | | | | Responsible manager’s signature: Jack Williamson | | |
| Print name: Yasmin Ball | | | | DaDate: 1111/01/25 | | Print name: Jack Williamson | | Date 13/01/25 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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** | | | | |

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| 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

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.

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| 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 |