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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Occupational Therapy Well Being Cupcake Decoration** | | **Date** | **Date:** 12/11/24  **Time:**  4:00pm  **Location:**  Building 67, social space |
| **Unit/Faculty/Directorate** | **SUSU Occupational Therapy Society** | **Assessor** | ***Amelia Barnes***  ***Jasmin Mayo*** | |
| **Line Manager/Supervisor** | President and Vice President | **Signed off** | Kelly Loh, Cordelia (Well-being Coordinator) | |

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| ***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** | | |  | | **Residual** | | | | | | **Further controls (use the risk hierarchy)** | |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | | **Likelihood** | | **Impact** | | **Score** | |
| Serving and preparation of food | * Allergies * Food poisoning * Choking | | All | 3 | 5 | 15 | * Homemade items to be avoided by those with allergies * Precautions should be made by those with appropriate food hygiene training (Level 2 +) * Only order/buy food at establishments with appropriate food hygiene rating * Food to only be provided/eaten when other activities are stopped * Follow 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 | 1 | | 5 | | 5 | | * SUSU food hygiene level 2 course completed * Call for first aid/emergency services if required * Report incidents via SUSU incident report procedure | |
| Contamination of food through food preparation. | Illness, Food poisoning, Allergy. | | ALL | 2 | 3 | 6 | * Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training. * Ensure all ingredients used when making items are withing there used by or best before dates. * Ensure all frozen food is thoroughly defrosted before use. * Endeavour to not cross contaminate foo such as nuts and let participants know if cross contamination is a possibility. * Follow 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 * Decorating equipment will be provided to prevent use of sharp or potentially harmful items | 1 | | 3 | | 3 | | * SUSU food hygiene level 2 course completed * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure | |
| Food Temperature | Food poisoning, illness, perished stock | | All participants | 2 | 3 | 6 | * Keep any products containing fresh produce in the fridge. * Do not leave any food out for longer than 4 hours. * Ensure all products or produce are stored as describe on packaging. * Ensure all items are cooked to correct temperatures from reputable recipes or packaging. | 1 | | 3 | | 3 | | * SUSU food hygiene level 2 course completed * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure | |
| Food Allergies and Dietary requirements | Illness, Allergic reaction | | All | 3 | 5 | 15 | * All member allergies made aware to committee * Where possible remove common allergens form ingredients. [allergen-chart-1.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK) Lists all 14 of the core allergens. * Always use recipes from reputable sources. * Make sure to keep any packaging. * Committee members to be first aid trained and have knowledge of what to do in the event of choking or allergic reaction. | 1 | | 5 | | 5 | | * SUSU food hygiene level 2 course completed * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure * Call for first aid/ emergency services when required | |
| Use of Knives for Cutting Food | Cuts and injuries | | All | 3 | 2 | 6 | * Make participants aware of the potential risks * Where possible use wooden cutlery. * Knife not to be left unattended and stored away safely when not in use. * Ensure the Knife is suitable for the task and the food you are cutting. * When carrying the Knife ensure the blade is pointing down. | 2 | | 2 | | 4 | | * Call for first aid/emergency services a required * Report incidents via SUSU incident report procedure. | |
| Slips, trips and falls | Physical injury | | Event organisers and attendees | **2** | **4** | **8** | * Check location conditions for holes, lumps, and other obstacles * All boxes and equipment to be stored away * 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. * Clean any spillage | **1** | | **4** | | **4** | | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) * Call 999 in an emergency | |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | | Meeting organisers and attendees | 2 | 3 | 6 | * Make individuals 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 | 1 | | 3 | | 3 | | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| 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 * Do not push/ shove | 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 * 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 | * 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 | | * 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 * Ensure no liquids are placed near electrical equipment * Enusure all leads are secured with cable ties/mats etc. | |
| Medical Emergency  Pre-existing and process for any that appear during | Members may sustain injury /become unwell  illness  Distress | | Members, attendees | **3** | **5** | **15** | * Advise participants; to bring their personal medication * Members/Committee to carry out first aid if necessary and only if 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 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)  In an emergency, contact 999 | |
| Fire  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. | | All participants and organisers/ staff | **1** | **5** | **5** | * 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. * Consider accessibility requirements | **1** | | **5** | | **5** | | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. * Once in a safe position to do so, call emergency services on 999 and University Security: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311). | |
| Overcrowding | * Physical injury | | Event organisers and attendees | 1 | 3 | 3 | * 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 | | * 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](mailto: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) | |
| Individuals who attend contracting COVID-19. | * Illness, fatality, life-long illness and complications | | Event organisers and attendees, general pblic | 3 | 3 | 9 | Individuals to not attend if they are experiencing symptoms of Covid-19.   * If after the social, someone tests positive for Covid-19, they must inform the committee for the information to be disseminated. | 2 | | 3 | | 6 | |  | |

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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 ensure the food training has been completed. | Relevant committee members – president to ensure complete. | 03/11/24 | |  |  | |
| 2 | * Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 03/11/24 | |  |  | |
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| Responsible committee member’s signature:  A.Barnes | | | | | Responsible committee member’s signature:  J.Mayo | | |
| Print name: Amelia Barnes | | | | Date: 03/11/24 | Print name: Jasmin Mayo | | Date: 03/11/24 |

**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 |