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| Work/Activity: Intramural BBQ  |
| We are holding a BBQ on Sunday 13th May at 10am. It will last roughly 4/5 hours. There will be a BBQ with food provided which will then be sold. Event will take place at Wide Lane..  |
| Group: | Assessor(s): [ risk assessor] | Contact: [e-mail] |
| Guidance/standards/Reference documents  | Competence requirements |
| [Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer’s guidance, advice from HSE, useful websites or copies of qualifications and certificates.][e.g]* http://www.hse.gov.uk/Risk/faq.htm
 | **Role:** [who has what H&S responsibilities for each task e.g. event stewards] | **Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities] |
| Head steward: Janane Rajamohan Chef:Matthew Latter, Ben ShawStewards: Charlie Morris, Emily Harrison, Beth Lanham, Jaye Chessabi, Will Kingsnorth, Anna CollingridgeFirst Aider: Rianna Collins | Matthew Latter: completed food hygiene trainingBen Shaw: completed food hygiene trainingRianna Collin: has a first aid qualification   |
| Risk assessments linked |
| [Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.]  |

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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| Using the BBQ | Fire  |  Those cooking on the BBQ  |  People are warned of the fire, and stewards will ensure attendees do not get too close |  2 |  Water will be kept by the BBQ at all times in case the fire becomes too big. BBQ will not be left unattended.  |  All  |  1 |   |
|  Cooking the food |  Burn |  Those cooking on the BBQ | Chefs are warned of the fire, and stewards will ensure attendees do not get too close |  2 |  Water will be kept nearby in order to cool any burns, if necessary first aid will be administered, or call 999 |  All / First aiders |  1 |   |
| Eating food  | Food allergies | Those with specific food allergies | All foods will be labelled and kept separately. Foods with nuts in will be avoided or kept completely separately. | 2 | Everyone will be asked as they queue for a burger if they do have any specific dietary requirements the chef will be informed and he can clean and prepare their food separately.  | Chefs | 1 |  |
| Collecting money | Theft | Those who have the bucket  | Money will be stored safely in a sealed bucket and will be with two people during the event.  | 2 | Money will be taken to campus using a safe pre-planned route. It will then be taken into the Union building to be counted and stored away.  | Janane Rajamohan | 1 |  |
| Event | Cold weather | All attending  | Attendees are told to wear suitable, weather appropriate clothing and shoes | 2 | Weather forecasts will be checked and people will be informed. Posts will be made on the event to ensure people wear suitable clothing and shoes. | Janane Rajamohan/ Those attending | 1 |  |
|  Eating the food |  Undercooked food causing illness |  Anyone eating the food |  Food is cooked for correct time  |  2 |  Food will be checked by both people in charge of the BBQ to ensure it is correctly done. Cooking times will be checked and followed | Chefs | 1 |   |
| Preparing the food | Cross-contamination of ready to eat food stuffs with harmful bacteria  | Anyone eating the food  | All utensils to be cleaned Separate clean utensils to be available. Food will be kept apart.  | 2 | If utensils are dropped on the floor or become dirty they will be disinfected and cleaned. Cooked and raw foods will be kept apart.  | Chefs | 1 |  |
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| Reviewed By: | Comments: |
| Responsible person (SA/DM): | Date:  |  |
| Union Southampton H&S manager (where applicable): | Date: |  |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |