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| Work/Activity: Tea and Talk | | | |
| We will be serving tea and biscuits and welcoming people to talk openly with each other within the classroom.  We expect no more than 30 people to attend. | | | |
| Group: MindSoc | Assessor(s): Ellen Bodger | | Contact: erb1g16@soton.ac.uk |
| 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] | |
| Kiana Mostaghimi  Ellen Bodger  Emily Fry  Izzy Foster  Jonathon Talsma-James | President  Secretary  Promotional Officer  Treasurer  Welfare Officer | |
| 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 |
| Slips, trips and falls | Obstructions.  Build-up of rubbish/debris.  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures, burns | Attendees, students | No items to be on the floor at the front of the table where tea is served. Rear/sides of tables to be kept tidy. | 3 |  | All representatives of the club/society. | 3 |  |
| Overcrowding | Reduced space in walkways and entrances. | Attendees, students | A maximum of 3 club/society representatives to be present at any one time;  Representatives will not block walkways when engaging with attendees. | 4 |  | All representatives of the club/society. | 4 |  |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Students | Ensure that 2 people carry tables.  Work in teams when handling other large and bulky items. | 4 |  | All representatives of the club/society. | 4 |  |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students | A list of ingredients of the food items to be kept at the stall.  Representatives to ask attendees if they have any allergies.  If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:  ‘Products may contain nuts or nut extract…’ | 3 |  | All representatives of the club/society. | 3 |  |
| Boiling water in kettle | Risk of burns, electrical fault | Students and attendees | Kettle is in working order and has been pat tested. Representatives will warn attendees of hot water. | 4 |  | All representatives of the club/society | 4 |  |
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| Reviewed By: | | Comments: |
| Responsible person (SA/DM): | Date: |  |
| SUSU 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. |