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| Work/Activity: Mind Society Bake Sale |
| Mind Society will be organising a bake sale to raise funds for the local mental health charity, Solent Mind. The stall with have 3-4 people selling cakes on it at one time. Prices for the cakes will range from 50p-£1 and the money will only be handled by members of the student group.  |
| Group: Mind Society | Assessor(s): Ellen Bodger | Contact: erb1g16@soton.ac.uk |
| Guidance/standards/Reference documents  | Competence requirements |
| We will be following the standards set by the Level 2 Food Safety and Hygiene Certificate. | **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 BodgerIzzy FosterEmily FryJonathon Talsma-James | PresidentSecretaryTreasurerPromotional OfficerWelfare Officer |
| Risk assessments linked |
| Fire Risk Assessments will be 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 |
|  Preparing food | Food not prepared properly | Customers may become ill |  Good food preparation guidelines will be followed including: washing hands, using ingredients from a reputable supplier, long hair tied back, jewellery removed, clean bowls, surface & utensils. Protect food from cross contamination, cakes containing cream stored in fridge, food stored in sealable clean containers. |  2 |  |  All who are preparingfood  |  1 |   |
|  Selling the cakes |  Overcrowding |  Customers and the society may experience slips, trips and falls which may lead to cuts and bruises |  We will ask all customers to form an orderly queue so this minimises risk.  |  4 |  We will ask one of the society members to be responsible for ensuring people are stood in an orderly queue.  |  Those running the cake sale |  3 |   |
|  Selling the cakes | Content of the cakes | Customers may have an allergic reaction due to the ingredients in the cake. |  Anyone who wishes to purchase a cake will be notified of the ingredients used, and will be asked if they have any allergies.  |  6 |  Signs will be put up saying they can’t guarantee the food will not contain nuts |  Those running the cake sale. | 5 |   |
|  The cakes | Food storage and handling | The cakes may not be handled hygienically on the day of the cake sale. |  People who are preparing and selling the cakes will not be suffering from any illnesses. The cakes will be kept in clean, fully sealed containers. Cakes containing buttercream will be out of the fridge for as short a time as possible. |  4 |  We will ask the society members to avoid handling cakes where possible. | Those running the cake sale. | 3 |   |
|  Money handling | The money  | Money may be covered in bacteria which may lead to illness. | People who will be handling the money will not be touching the cakes. | 4 | All cake sellers will be fully briefed | Those running the cake sale  | 3 |   |
| Collecting Money | Theft  |  Organisers  |  Donations will be collected on the night in a sealed container and brought to the activities office to bank in Union Building 42, Level 2 – Sabbatical Office  |  1 |  Collection buckets will be not left unattended at anytime. |  All representatives of the club/society |  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. |