|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **CookSoc Budget Cooking Risk Assessment** | **Date** | **10/09/2021** |
| **Unit/Faculty/Directorate** | **SUSU** | **Assessor** | **Amelia Hikin (Secretary)** |
| **Line Manager/Supervisor** | **Hayley Shepard** | **Signed off** |  |

| ***PART A***  |
| --- |
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
|  |  |  | **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |  |
| **Event** |
| Slips, trips, and falls  | Physical injury | Event organisers and attendees  | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables
* 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.
* Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs
 | **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) |
| 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 stall operators 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
* Limited number of attendees to event
 | 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 |
| Medical emergency  | Members may sustain injury /become unwell Pre-existing medical conditions Sickness Distress | All 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** | **15** | * 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)
 |
| 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 attendees | **2** | **5** | **10** | * 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.
 | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security:
* Emergency contact number for Campus Security:
* Tel: +44 (0)23 8059 3311(Ext:3311).
 |
| Events involving food | * Food Poisoning
* Allergic Reactions
* Intolerance Reactions
* Choking
* Burning
 | All in contact with the food.  | **3** | **5** | **15** | * **Individual Risk Assessments for Events involving food**
* **All members with severe allergies to be holding an EpiPen (if prescribed) and knowledge on how to self-administer**
* **Don’t share food with anyone outside of the society or who has not applied to the event, or society members who haven’t declared allergies prior to the event**
* **Follow good food hygiene practice – no directly handling food, washing hands before touching food, keeping chilled food refrigerated, no cross contamination of raw and cooked foods**
* **No members should handle any food who are currently ill, have very recently been ill or been around ill people.**
* **Ensure all food is cooled before letting others eat**

**Alerting all society members on scene about individual allergies and intolerances** | **1** | **3** | **3** | * Formal collection of data of society members with allergies, food intolerances and religious restrictions in diet for every event.
* Ensure every committee member handling food has completed level 2 food hygiene training
* Ensure every event has a committee member with sufficient first aid training to correctly handle a worst case scenario (including how to administer and EpiPen)
* For all brought in food (whether pre-packaged or home cooked), should have a full ingredients list which the inclusivity officer checks through to ensure those with diet issues are safe
 |
| Adverse Weather  | * Injury
* Illness
* Slipping

Burns  | All who attend | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* SUSU/UoS Facilities team checks of buildings and spaces prior to the event
* 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 advice participants to bring/wear appropriate level sunscreen, hydrate
 | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
 |
| 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) 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)
 |
| Disturbance to public, students and staff  | Conflict, noise, crowds  | Event organisers and attendees, general public  | 2 | 2 | 4 | * Events planned for redbrick avoiding residential areas
* UoS Security Teams informed of the event
* Everybody will be encouraged to stay together as a group
* shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas
* If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)
 | 1 | 2 | 2 | * With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk
* Inform UoS/SUSU communications team of the event- can brief others via SUSSSED
 |
| Counter protest, discrimination against the demonstration/Campaign | Assault, Violence or threatening/ Aggressive Behaviour | Event organisers and attendees  | **2** | **4** | **8** | * Event planned for Highfield campus- a route well signposted and known for students
* Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues
* Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts
* Participants made aware they could join and leave the event at any time.
* Ensure that people are aware that this is an open space for discussion to discourage protest.
 | **1** | **4** | **4** | * Event organisers to call University Security if necessary.
* Emergency contact number for Campus Security:Tel: +44 (0)23 8059 3311
* (Ext: 3311)
* Building 32, University Road Highfield Campus.
* Any incidents will be reported via UoS reporting tools
* Contact emergency services if needed
* Organisers will, following the event, share relevant information on support/signpost via social media channels etc.
 |
| Talks/debates- subjects that could be sensitive or personal to some members  | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | All Attendees | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect.
* Members made aware they could leave the event at any time.
* Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)
* SUSU reporting tool available
 | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter
* Committee Wide Training
* Seek guidance from activities/SUSU advice centre/UoS enabling team as required
 |
| Falling Objects  | InjuryBruising Damage to equipment  | All attendees and general public | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team
* Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders
 | **1** | **2** | **2** | * Seek medical attention if problem arises
* Seek support from facilities staff
 |
| Cooking Equipment e.g. knives, hobs | * Cuts
* Burns
* Bruising
* Damage to equipment
 | All using/ transporting equipment | **3** | **4** | **12** | * Ensure only committee members are using cooking equipment
* Ensure all hobs/ovens are turned off when not in use
* Ensure if using oven, oven mitts are used to take items out of the oven.
* Bring a first aid kit to all cooking events in case of emergency
* If a committee member is starting to experience stress from presenting, swap roles or ensure they can take a break
 | **1** | **3** | **3** | * Be briefed before every event in SUSU to where the nearest first aider is
* Contact emergency services if needed
* Alert SUSU of any injuries
 |
| **COVID-19** **\*to be applied to all**  | **In-person events** |  |  |  |  |  |  |  |  |  |
| Covid-19 | Risk of catching/transmitting covid-19 | All attendees and the public | **3** | **5** | **15** | * Regular hand washing/hand sanitising
* Providing hand sanitiser/hand washing stations if possible
* Social distances whenever possible
* Avoiding crowded places as much as possible
* Frequent disinfection of objects and surfaces that are touched regularly, especially between people
* Make members aware of planned activites and encourage precautions to prevent spread of covid-19
* Wearing a mask inside (unless exempt)
* Ask members to clarify if they could be “at risk”
* Ask members if they are vaccinated before events, and if not strongly encourage following the recommend precautions
* Plan online events for people who do not feel comfortable with/ are unable to attend in person events
* Require a negative covid-19 test within 3 days of an in-person social
* If a member is unwell with a high fever and/or continuous cough they should not attend the event
* If a member suddenly gains symptoms of covid-19 while participating, they will be sent home and advised to follow the covid-19 guidance
* Committee members will promote mental health and wellbeing awareness during this pandemic and offer as much support as possible, including sharing of support services and helplines
 | **2** | **4**  | **8** | * Avoid sharing equipment or workspaces
* Put up signs as a reminder of covid-19 precautions
* Switching to online-only events if needed
* Planning online events for members who cannot participate in person
* Restricting the number of members attending in person events if the avenue is restricted in size so social distancing can be achieved
 |

|  |
| --- |
| ***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 | All committee members to have completed Level 2 Food and Food Hygiene training before the event (if presenting) | All committee members | 1.10.2021 | 27.10.2021 |  |
| 2 | Events are application-only and it is to be ensured that the application includes either all common allergens or a declaration of allergies by applicants | President | 13.10.2021 | 2.10.2021 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature:A close-up of some writing  Description automatically generated with medium confidence |
| Print name: Amelia Hikin | Date: 11.9.2021 | Print name: Ethan Townsend | Date 11/9/2021 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.

|  |
| --- |
| 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 |