



# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Malaysian Students Association Southampton's Welcome Event (Building 7, 3009)</b>	<b>Date</b>	<b>8/10/2021</b>
<b>Unit/Faculty/Directorate</b>	<b>Society</b>	<b>Assessor</b>	<b>Ahmad Rushdi Mohd Rosli</b>
<b>Line Manager/Supervisor</b>	<b>Sharifah Miza Farhana Said Anuar</b> 	<b>Signed off</b>	

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>			<b>(3) Risk management</b>				
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>L</b>	<b>I</b>	<b>S</b>		<b>L</b>	<b>I</b>	<b>S</b>	
			<b>i</b>	<b>m</b>	<b>c</b>		<b>i</b>	<b>m</b>	<b>c</b>	
			<b>k</b>	<b>p</b>	<b>o</b>		<b>k</b>	<b>p</b>	<b>o</b>	
			<b>e</b>	<b>a</b>	<b>r</b>		<b>e</b>	<b>a</b>	<b>r</b>	
			<b>i</b>	<b>c</b>	<b>e</b>		<b>i</b>	<b>c</b>	<b>e</b>	
			<b>l</b>	<b>i</b>	<b>t</b>		<b>l</b>	<b>i</b>	<b>t</b>	
			<b>h</b>				<b>h</b>			
			<b>o</b>				<b>o</b>			
			<b>o</b>				<b>o</b>			
			<b>d</b>				<b>d</b>			

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Peer Pressure	- May lead to depression and anxiety - May lead to individuals being ostracised if they do not submit to peer pressure	Users	3	3	9	<b>1. Be approachable and friendly to members</b> <b>2. Ban anyone who tries to be a negative influence</b> <b>3. Always provide support for those who are in need</b> <b>4. Committees have to be aware of these issues and ensure there are protective measures in place.</b>	2	3	6	- Always ensure members have access to mental health support.
Manual Handling of Nasi Lemak packed lunch	- risk of back injury - risk of fall	Users	2	5	10	<b>1. Use a trolley/ basket.</b> <b>2. Learn proper carrying techniques</b> <b>3. Use suitable clothing (gloves when needed)</b>				
Spread of COVID 19 Coronavirus	- Fever - Cough - Loss of Smell & Taste - Difficulty Breathing	Users; those nearby and in the vicinity; especially vulnerable groups	3	5	15	<b>1. Accessible hand washing facilities and stringent hand washing guidelines</b> <b>2. Adhere to Government social distancing guidelines (for which there is none at the moment)</b> <b>3. Individuals with current COVID 19 symptoms are advised against participating in the event</b>	2	5	10	- Frequent cleaning and disinfection of objects and surfaces, particularly in areas of high use such as door handles and light switches - Have spare disposable gloves and masks at the ready

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Crowd Control	- Risk of stampede - Congestion at entrances and fire exits	Users	2	4	8	<ol style="list-style-type: none"> <li>1. <b>Make sure nothing is blocking entrances and exits (e.g. stalls)</b></li> <li>2. <b>Control the crowd row by row (e.g when exiting the venue at the end of the event, 1st row goes out first and etc.)</b></li> <li>3. <b>Use a one way system and signage (i.e. can only enter venue through one door and exit through the other)</b></li> </ol>			
Rubbish	- Unclean environment	Users	1	1	1	<ol style="list-style-type: none"> <li>1. <b>Have binbags ready</b></li> <li>2. <b>Cleanup after event</b></li> </ol>			


**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	Buy hand sanitiser and spare face masks (GBP 20)	Users			
2	Print off signage so people know where the event, registration table and etc. is (no cost)	Users			
3	Bring extra bags/ baskets to carry packed dinner (no cost)	Users			
4	Committee members stay vigilant to anyone who seems left out (no cost)	Users			
5	Buy bin bags for rubbish (GBP 3)	Users			

Responsible Manager's Signature:  (08/10/2021)

Print Name: AHMAD RUSHDI BIN MOHD ROSLI

Responsible Manager's Signature: 

Print Name: SHARIFAH MIZA FARHANA SAID ANUAR

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## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why								
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why								
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well								
4. Admin controls	Examples: training, supervision, signage									
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual								
<b>LIKELIHOOD</b>				5	10	15	20	25		
				4	8	12	16	20		
				3	6	9	12	15		
				2	4	6	8	10		
				1	2	3	4	5		
				1	2	3	4	5		
				<b>IMPACT</b>						

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.

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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.

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