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| Risk Assessment | | | | |
| Risk Assessment for the activity of | Malaysian Students Association Southampton’s Welcoming Night  (Venue: The cube) | | Date of event | 13/10/2022 |
| Unit/Faculty/Directorate | SUSU Society | Assessor | Soon Li Tan | |
| Line Manager/Supervisor | **Iyad Bin Iqmal Nizham** | Signed off |  | |

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

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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 | 1. Be approachable and friendly to members 2. Ban anyone who tries to be a negative influence 3. Always provide support for those who are in need 4. Committees have to be aware of these issues and ensure there are protective measures in place. | 2 | 3 | 6 | Committees will be a safe space for any members to raise their concerns.  Ensure members are aware of student wellbeing/ mental health support resources in the university (i.e. Student Hub/ SUSU advice)  If MSA Committee are unable to alleviate the situation, we will seek advice from the appropriate SUSU committee and signpost to the appropriate services, while keeping student confidentiality in mind |
| Nasi Lemak food eating session | Allergic reaction i.e. anaphylaxis  Choking on food | Consumers of food | 3 | 5 | 15 | 1. Ensure we ask for dietary restrictions in event registration form 2. Omit common allergy foods i.e. peanuts, dairy 3. List out all the ingredients of the food item and make sure participants are aware before consumption | 1 | 5 | 5 | 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 |
| Manual Handling of Nasi Lemak packed lunch | * risk of back injury * risk of fall | Users | 2 | 5 | 10 | 1. Use a trolley/ basket. 2. Get appropriate number of people to help carry loads 3. Use proper carrying techniques 4. Use suitable clothing (gloves when needed) | 1 | 5 | 5 | Break loads into lighter chunks  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 |
| 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 | 1. Accessible hand washing facilities and stringent hand washing guidelines 2. Adhere to Government social distancing guidelines (for which there is none at the moment) 3. Individuals with current COVID 19 symptoms are advised against participating in the event | 2 | 5 | 10 | If any participant reports to the committee post-event that they are COVID positive, all participants of the event will be advised to take a COVID test (i.e. Lateral flow test available through the NHS website)  • Incidents of COVID cases 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 |

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| Crowd Control | * Risk of stampede * Congestion at entrances   and fire exits | Users | 2 | 4 | 8 | 1. Make sure nothing is blocking entrances and exits (e.g. stalls) 2. 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.) 3. Use a one way system and signage (i.e. can only enter venue through one door and exit through the other) | 1 | 4 | 4 | • 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 |
| Fire safety | * Risk of burn injury/ suffocation/ death from fire (i.e. electrical fire) | User | 2 | 5 | 10 | 1. Make all users aware of fire exits 2. Be aware of fire extinguishers/ fire blankets 3. Prohibit the use of flammable items i.e. no lighters, no smoking allowed 4. Make sure any electrical wires are plugged in correctly | 1 | 5 | 5 | 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 |
| Rubbish | Unclean environment leading to slips afn falls | Users | 2 | 4 | 8 | 1. Have necessary cleaning supplies ready i.e rubbish bags, tissues/ cloth, cleaning spray 2. Ensure venue is as clean as it was before event and rid of any rubbish | 1 | 4 | 4 | Seek assistance if in need of extra help from facilities staff/venue staff if needed  • Seek medical attention from SUSU Reception if in accidents happen during clean up  • 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 |

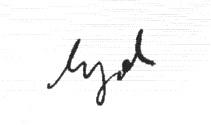
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| PART B – Action Plan | | | | | |
| Risk Assessment Action Plan | | | | | |
| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
| 1 | Committee meeting to ensure that plans are in place to ensure all elements in this risk assessment are met | All committee | 10/10/2022 |  |  |
| 2 | UPDATE: Feedback to be received by SUSU review committee | Secretary | 11/10/2022 | 11/10/2022 | Appropriate changes made to risk assessment |
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A picture containing shape

Description automatically generated

Responsible Manager's Signature: (11/10/2022)

Print Name: **Soon Li Tan**



Responsible Manager's Signature

Print Name: **Iyad Bin Iqmal Nizham**

Assessment Guidance

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why | 1  2  3 |  | | | | | |
| 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 |
|  |  |  | 5 |
| 4. Admin controls | Examples: training, supervision, signage |  |
| 5. 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 |  | | | | |

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| 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. |

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| 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 |