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| Risk Assessment | | | | |
| Risk Assessment for the activity of | Malaysian Students Association Southampton’s Lepak Mamak Session  (Venue: Maths Student Centre, building 54) | | Date of event | 11/2/2023 |
| 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 mental or emotional distress | Participants | 3 | 3 | 9 | 1. Be approachable and friendly to members 2. Give a warning to anyone who tries to be a negative influence/ bully. Participants who continue to display unacceptable behavior will be asked to leave the event. 3. Always provide support for those who are in need 4. Committees must be aware of these potential 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 |
| Teh Tarik  (Milk tea. Ingredients: Black tea, milk, sweetened milk) | Allergic reaction or other adverse reactions  Choking on liquid | Consumers of the drink | 3 | 5 | 15 | 1. Make sure participants are aware of ingredients before consumption 2. Ensure we ask for dietary restrictions and advise against drinking if participants possess any allergies/ intolerances 3. Ensure the drink preparation is monitored by committee member who has food safety training | 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 |
| Spills | Falls leading to minor (bruises, cuts) and major (fracture, concussion) injuries | People within the vicinity during event and after | 4 | 4 | 16 | Ensure layout of drinks station is done in a way that minimizes chances of drink spillage.  Have spill management tools ready at hand (i.e. tissue papers/ table cloth/ mop)  Spills will be cleaned up by the committee immediately and people in the vicinity will be cautioned about the affected area. | 2 | 4 | 8 | 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 |
| 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. Ensure accessible hand washing facilities are available 2. 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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| Fire safety | * Risk of burn injury/ suffocation/ death from fire (i.e. electrical fire) | Users of the venue | 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 trips and 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 |

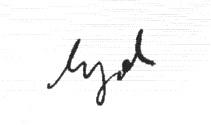
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| PART B – Action Plan | | | | | |
| Risk Assessment Action Plan | | | | | |
| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
| 1 | Committee briefing to ensure that plans are in place in order to minimize risks and manage incidents | All committee involved in the event | 11/2/2023 |  |  |
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A picture containing shape

Description automatically generated

Responsible Manager's Signature: (09/02/2023)

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 |