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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Sikh Society Meet and Greet** | | **Date** |  |
| **Unit/Faculty/Directorate** | **SUSU [Sikh Society]** | **Assessor** | **Committee Member completing review** | |
| **Line Manager/Supervisor** |  | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

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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)** | |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | | **Likelihood** | | **Impact** | | **Score** | |
| Serving and preparation of food | * Allergies * Food poisoning * Choking | | User | 3 | 5 | 15 | * Homemade items to be avoided by those with allergies * Precautions should be taken by those with appropriate food hygiene training (Level 2 +) * Only order/buy food from establishments with appropriate food hygiene rating * Food to only be provided/eaten when other activities are stopped * Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products | 1 | | 5 | | 5 | | SUSU food hygiene level 2 course available for completion- requests made to activities team  Call for first aid/emergency services as required   * Report incidents via SUSU incident report procedure | |
| 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 two 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 | 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 | |
| Medical emergency | Members may sustain injury /become unwell  Pre-existing medical conditions  Sickness  Distress | | Members | **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. | | Members | **2** | **10** | **5** | * 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). | |

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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 to send copies of all food hygiene training certificates to [activities@susu.org](mailto:activities@susu.org) | Relevant committee members – president to ensure complete. | |  |  | | |  |
| 2 | Committee members to create and display lists of ingredients (with allergens written in bold) at the stall | Relevant committee members – president to ensure complete. | |  |  | | |  |
| 3 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | |  |  | | |  |
| Responsible committee member’s signature:  GURVEEN KAUR JOHAL | | | | | Responsible committee member’s signature:  SUTINDER SINGH | | | |
| Print name: Gurveen Kaur Johal | | | Date: 13/09/2022 | | | Print name: Sutinder Singh | Date: 13/09/2022 | |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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. |
| 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 |