

# Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>General Assessment for Year 2023-24</b>		<b>Date</b>	19/06/2023
<b>Unit/Faculty/Directorate</b>	<b>SUSU [Sikh Society]</b>	<b>Assessor</b>	<b>Committee Member completing review</b>	
<b>Line Manager/Supervisor</b>		<b>Signed off</b>	<b>VP Activities/Sport or Activities Coordinator</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>r</b>	<b>c</b>		<b>L</b>	<b>I</b>	<b>S</b>	
			<b>k</b>	<b>p</b>	<b>o</b>		<b>i</b>	<b>m</b>	<b>c</b>	
			<b>e</b>	<b>a</b>	<b>r</b>		<b>k</b>	<b>p</b>	<b>o</b>	
			<b>l</b>	<b>c</b>	<b>e</b>		<b>e</b>	<b>a</b>	<b>r</b>	
			<b>i</b>	<b>t</b>			<b>l</b>	<b>t</b>	<b>e</b>	
			<b>h</b>				<b>i</b>			
			<b>d</b>				<b>h</b>			
			<b>d</b>				<b>o</b>			
			<b>d</b>				<b>o</b>			
							<b>d</b>			

Serving and preparation of food	<ul style="list-style-type: none"> <li>Allergies</li> <li>Food poisoning</li> <li>Choking</li> </ul>	User	3	5	15	<ul style="list-style-type: none"> <li>Homemade items to be avoided by those with allergies</li> <li>Precautions should be taken by those with appropriate food hygiene training (Level 2 +)</li> <li>Only order/buy food from establishments with appropriate food hygiene rating</li> <li>Food to only be provided/eaten when other activities are stopped</li> <li>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</li> </ul>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services as required</p> <ul style="list-style-type: none"> <li>Report incidents via SUSU incident report procedure</li> </ul>
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Slips, trips, and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> <li>• All boxes and equipment to be stored away from main meeting area, e.g., stored under tables</li> <li>• Any cables to be organised as best as possible</li> <li>• Cable ties/to be used if necessary</li>   <li>• Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>• Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li>   <li>• Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Seek medical attention from SUSU Reception/venue staff if in need</li> <li>• Contact facilities team via SUSU reception/venue staff</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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<p>Setting up of Equipment. E.g., Table and chairs</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks, follow manual handling guidelines</li> <li>• Ensure that at least two people carry tables.</li> <li>• Setting up tables will be done by organisers.</li> <li>• Work in teams when handling other large and bulky items.</li> <li>• Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</li> <li>• Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Seek assistance if in need of extra help from facilities staff/venue staff if needed</li> <li>• Seek medical attention from SUSU Reception if in need</li> <li>• Contact emergency services if needed</li> <li>• All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></li> </ul>
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Inadequate meeting space- overcrowding not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Committee check on room pre-booking, checks on space, lighting, access, tech available</li> <li>Ensure space meets needs of members e.g., considering location &amp; accessibility of space</li> <li>Committee to consult members on needs and make reasonable adjustments where possible</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>Liaise with SUSU reception/activities team on available spaces for meetings</li> <li>Postpone meetings where space cannot be found</li> <li>Look at remote meeting options for members</li> <li>Committee WIDE training</li> </ul>
Medical emergency	Members may sustain injury /become unwell  Pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> <li>Advise participants; to bring their personal medication</li> <li>Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>Contact emergency services as required 111/999</li> <li>Contact SUSU Reception/Venue staff for first aid support</li> </ul>	2	5	15	<ul style="list-style-type: none"> <li>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Follow <a href="#">SUSU incident report policy</a></li> </ul>

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	20	<ul style="list-style-type: none"> <li>• Ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed.</li> <li>• 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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>• Call emergency services and University Security:</li> <li>• Emergency contact number for Campus Security:</li> <li>• Tel: +44 (0)23 8059 3311</li> <li>• (Ext:3311).</li> </ul>
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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 <a href="mailto:activities@susu.org">activities@susu.org</a>	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: ASHPREET KAUR GILL			Responsible committee member's signature: DHIA NANDHA		
Print name: Ashpreet Kaur Gill		Date: 19/06/2023	Print name: Dhia Nandha		Date: 19/06/2023

### Assessment Guidance

• 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
		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.

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