This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group.

You will also need to complete a charity form linked here. All level 2 food hygiene certificates need to be sent suactivities@soton.ac.uk.

Part 1

Event Plan

1A) Contact Information:

Main Contact For The Event: Alexander Maximilian	**Email Address for Main Contact:** aeza1g24@soton.ac.uk	**Club or Society:** Middle Eastern & North African Society Palestine Solidarity Network	**Contact Number:** 07488916381

1B) Event Information:

Event Name: Palestine Solidarity Fundraiser & Social	**Event Date:** 26th November 2026.	**Event Venue/Venues:** University of Southampton Avenue Campus (Lecture Theatre C) and Avenue Cafe.	**Total Attendees:** We are expecting 50+, however, we will cap it at 80, as per Hospitality's request.
Event Timings: **6pm to 10pm**	**Set Up:** 5:50 **Event Start:** 6pm **Event End:** 9:20 **Pack Down:** 9:21		

Event overview: This includes everything happening at your stall e.g. food provision and any additional games, challenges or activities	This is a joint social with the Palestine Solidarity Society and another student group. We are following all appropriate procedures to comply with Student Union rules and regulations. The Hospitality Team at the University have given us their approval under certain conditions (keep the number of attendees to 80, provide plastic wrapping for the tables beiong used for Paint & Sip).

	The event will have: - A paint and sip event. We are providing resources for that independently. - We will be hosting a Bakesale too. We are a society which comes from cultures that are generally intolerant of alcohol. Therefore, we will not be providing this nor will we tolerate people consuming it on site. If this was to occur, though highly unlikely, we will contact University Security.
Committee members present: (List all committee & volunteers that will be present and responsible for the event, as well as their role)	**Principal Organisers:** Alexander Maximilian, MENA Welfare Officer & Mariam Al Hassan, MENA President. **University Security Liaison:** Alexander Maximilian, MENA Welfare Officer. **Pack Up and Pack Down Volunteers:** Entire committee present. _____ **Expected MENA Committee Attendance:** Mariam Al Hassan, President. Rami El Hage, Treasurer. Alexander Maximilian, Welfare Officer. Salma Abdelghany, Charity Officer. Ahmed Shanshal, Book Club Manger. Yassien Abdelnabi, General Events Officer. Masah Naser, Charity Officer. _____ **Paint & Sip Supervisor:** Masah Naser, MENA Charity Officer. _____ **Social Supervisor:** Ahmed Shanshal, Book Club Manager. _____ **Other Provisions:** Each of the named individuals will have another MENA committee member who is happy to deputise: due diligence will be taken to ensure that they are appropriately certified for the specific role should it have any

	specific conditions. Realistically, everyone on Committee will be taking a proactive role in ensuring that our members are safe, comfortable and that we leave the venue in a respectable state. We will ask the Palestine Solidarity Network committee to take part in this too. The named individuals are the primary contacts for each of the event. In the interests of their welfare, there will be someone with them constantly or someone who deputises for them when needed. This may be one of the principal organisers or other committee members. _____
Provisional Budget:	**Total ingredient budget**: Unapplicable. *Palestine Solidarity Network* is providing: Cookies Brownies Cake **Total fundraising goal:** No set amount. Ideally £200+. All funds raised will go towards the charitable goals of this event. It is expected MENA

	will spend around £60 or less to get specific items needed for the Paint & Sip.

PART A						
(1) Risk identification			**(2) Risk assessment**		**(3) Risk management**	
Hazard	**Potential**		**Inherent**		**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
General Considerations										
Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

PART A							
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Hazard	**Potential**		**Inherent**			**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency. Consider accessibility requirements	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Setting up/moving or chairs/tables/other objects in the area.	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	Make Event Volunteers aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers. Work in teams when handling other large and bulky items. 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

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	Do not push/shove If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. Book during quieter times when less activities taking place on Redbrick/book all available space Inform other bookings on the Redbrick/in the area of the event Ensure there is enough available space around the stall.	1	3	3	Seek medical attention if problem arises With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. unisecurity@soton.ac.uk) and liaise with them on need for security teams on the day Security team may inform police of the event if required (e.g. marches)

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Hazard	**Potential**		**Inherent**			**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. As it is an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

PART A						
(1) Risk identification			**(2) Risk assessment**		**(3) Risk management**	
Hazard	**Potential**		**Inherent**		**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name intro disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University. Ensuring everyone behaves accordingly and carries themselves appropriately.	1	1	1	

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Hazard	**Potential**		**Inherent**			**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	We need to ensure we aren't spending more on hosting the event than we will make on the day. That we ensure the day is financially sensible and equitable.	1	1	1	
Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University.	1	1	1	We will ensure they are following set law at all times. If ever in doubt, we will contact the Activities team prior to the activity taking place.	1	1	1	

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Hazard	Potential Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Medical Issues: Anaphylactic shock Other pre-existing and process for any that appear during	Illness, death	Members, committee, attendees	3	5	9	All volunteers will be told to speak to the nearest first aider in the event of a medical issue. We will always have a fist aider on the stall, and all volunteers will be made aware of who this will be. We will contact reception if needed. If no-one can be found, contact campus Security – 02380 59331	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.
Charity Fundraising										

PART A						
(1) Risk identification			**(2) Risk assessment**		**(3) Risk management**	
Hazard	**Potential**		**Inherent**		**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Handling and storing card readers – Charity Fundraiser	• Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss	Members and Participants	3	4	12	Southampton RAG procedures will be followed: • Charity Event form completed, and RAG approval will be given • All food hygiene certificates and event risk assessment to be approved by activities team • Sum-up Card machine to be requested and collected from SUSU reception. • Should not be storing money all donations to be taken via Sumup Machine or Just Giving Pages	2	3	6	No Cash to Be Accepted at all. No card machines to be left unattended. No Volunteers to be left alone with the card machine In the event of theft committee members will: • Highlight the incident to any community police officers in the area/report to 111 • Report to SUSU Duty manager and Complete a SUSU incident report

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Hazard	**Potential**		**Inherent**			**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	• Report to SUSU Duty manager and Complete a SUSU incident report • Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus.

Venue/Location considerations	Require certain licenses/sign off.	Organisers, Participates, SUSU	1	4	4	Ensure your event has the required sign off by the venue's security teams and SUSU. Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment. On campus - Ivvy Booking/uni room booking - Risk assessment - Contract Off campus - Risk assessment - Any bookings/contracts with external providers.	1	2	2	• Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus.
Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader. Event led to brief volunteers to operate the card readers in pairs and briefed on how to	3	1	3	• Event organisers to call University Security if necessary. • Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311)

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Hazard	**Potential Consequences**	**Who might be harmed** **(user; those nearby; those in the vicinity; members of the public)**	**Inherent**			**Control measures (use the risk hierarchy)**	**Residual**			**Further controls (use the risk hierarchy)**
			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
						handle situations surrounding these.				• Building 32, University Road Highfield Campus.

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather is suitable for activities on the day (24hr cancellation window) Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate If Cancellation is required ensure all relevant parties are contacted. SUSU – subookings@soto.ac.uk Uni – roombookings@soton.ac.uk Or your external contacts.	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Food										•

Serving and preparation of food	• Allergies • Food poisoning • Choking	All	3	5	15	• Homemade items to be avoided by those with allergies • precautions should be made by those with	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to activities team

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	

						appropriate food hygiene training (Level 2 +) • Only order/buy food at 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 • All allergens to be displayed with products				Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy

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(1) Risk identification			**(2) Risk assessment**		**(3) Risk management**	
Hazard	**Potential**		**Inherent**		**Residual**	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	• Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training. • Ensure all ingredients used when making items are withing there used by or best before dates. • Ensure all frozen food is thoroughly defrosted before use. • Endeavour to not cross contaminate foo such as nuts and let customers know if cross contamination is a possibility.	1	3	3	• SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Storage and Display of Food	Illness, Food poisoning, Allergy.	All	2	3	6	Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours. • Store all products in a clean sealable container away from raw foods. • Transport cakes in a clean sealable container.	1	3	3	• SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy

PART A				
(1) Risk identification			(2) Risk assessment	
Hazard	Potential		Inherent	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)

Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	• Where possible remove common allergens from ingredients. allergenhttps://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageass and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINKchart-1.docx (live.com) Lists all 14 of the core all • Ensure each cake is labelled with its name and list of ingredients. • Have a list available of all ingredients for any products sold at the stall. • Always use recipes from reputable sources. • Make sure to keep any packaging.

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	
Stock/Food Falling	Physical Injury, Illness, Food poisoning	All Participants	3	2	6	• Ensure all stock is stored correctly, not stacked to high and secured in place. • If any products fall that these are not sold and disposed of in food waste.	1	2	2	• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. • SUSU food hygiene level 2 course available for completion- requests made to activities team Follow SUSU incident report policy

PART A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential		Inherent		Residual	

	Consequences	Who might be harmed (user; those nearby; those in the vicinity; members of the public)	Likelihood	Impact	Score	Control measures (use the risk hierarchy)	Likelihood	Impact	Score	Further controls (use the risk hierarchy)
Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	• Do not leave any food out for longer than 4 hours. • Ensure all products or produce are stored as describe on packaging. • Ensure all items are cooked to correct temperatures from reputable recipes or packaging.	1	3	3	• SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy
Use of Knives for Cutting Food	Cuts and injuries	Volunteers, members and stall operators	0	0	0	• NO knives will be brought onto campus. All cakes will be precut				• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy

PAINT AND SIP EVENT										
Using sharp craft tools	Physical Injury	Event organisers and attendees	**2**	**4**	**8**	Inspection of tools carried out by responsible person in advance of activity. Any damaged or unsafe tools to be disposed of safely. Clear safety guidelines to be explained to participants before access to tools. Ensure sharp objects are put away when not in use. Ensure sharp craft tools are not carried where possible, or carried walking blade down.	**1**	**2**	**2**	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Seek assistance from venue staff if needed. Follow SUSU incident report policy. Contact emergency services as required 111/999.

						Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. Contact SUSU Reception/venue staff for first aid support if needed.				
Small items, e.g. small beads for bracelet making, buttons, etc.	Choking Hazard Slips	Attendees	**2**	**4**	**8**	Ensure attendees do not put anything in their mouth. Clear away any spills quickly and thoroughly.	**1**	**4**	**4**	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Seek assistance from venue staff if needed. Call 999 in an emergency. Any incidents need to be reported as soon as possible, ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

Art Supplies e.g. paint, glue, etc.	Ingestion Eye contamination Poor ventilation/inhalation Skin irritation	Attendees	**2**	**3**	**6**	Clear away any spills quickly and thoroughly. Ensure location is well ventilated if necessary, including opening windows. If food and/or drinks are being offered, ensure this will be in a separate area to the craft activity. **[IF FOOD IS INVOLVED, YOU WILL NEED TO CONSIDER ALL THE ASSOCIATED RISKS SEPARATELY IT IN THIS RA!]** Inform attendees of the location of sinks/running water for washing eyes/hands. Choose low toxicity options.	**1**	**3**	**3**	Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Seek assistance from venue staff if needed. Follow SUSU incident report policy. Contact emergency services as required 111/999.

						Keep lids of glue closed when not in use. Keep packaging for information on ingredients.				
Mess from art activities	Increased risk of slips Reputational damage of club/society/SUSU/UoS loss of permission to continue activity Damage to property	Organisers, attendees, club/society, SUSU, UoS				Committee/event organisers are responsible for leaving the venue as they found it. Ensure enough time is planned in to activity for comprehensive clean up (especially If the space is booked after you). Prompt clean up to avoid damage to equipment, so that it can be used again next time. Use table and floor coverings where necessary.				Choose water-based materials for easier cleaning. Report any big spills that you are unable to adequately clean to venue staff. Report any potential issues to SUSU Activities Team.

						Ensure the location of a sink is known, and that you have permission to use the sink. Clear away any spills quickly and thoroughly. Ensure you either have cleaning materials (e.g. cleaning spray and blue roll), or you have permission to borrow them from the venue for the purposes of cleaning up. Ensure attendees adequately wash their hands to avoid transference. Consider providing wipes to attendees.				

PART B – Action Plan

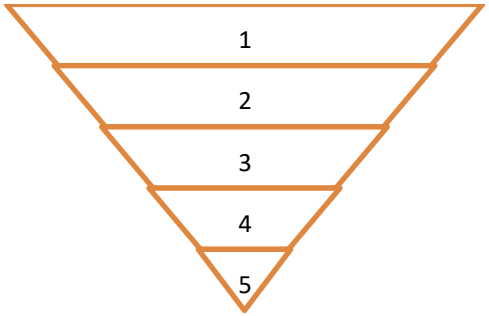
Risk Assessment Action Plan

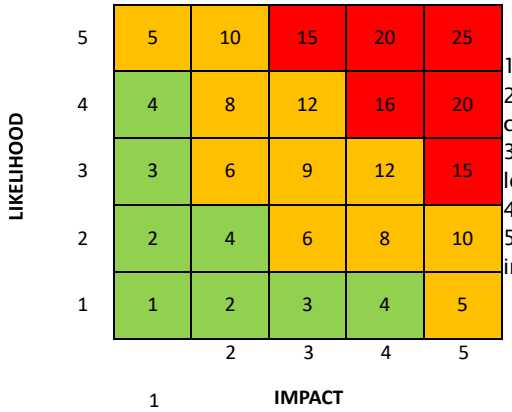
Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk	Alexander Maximilian	One certificate sent to SUSU on 16th November. Will send more as we hear about them.		
2	Committee members to create and display lists of ingredients (with allergens written in bold) at the stall	Alexander Maximilian	18th Nov.		
3	Committee to read and share SUSU Code of Conduct	Alexander Maximilian	18th Nov.		
4	Complete SUSU RAG charity form	Mariam Al Hassan	18th Nov.		
5	Set up box office tickets.	Mariam Al Hassan	18th Nov.		
Responsible committee member signature: Alexander				**Responsible committee member signature**: Mariam	

Print name: Alexander Maximilian	**Date:** 16th November 2026.	**Print name:** Mariam Al Hassan **Date:** 12 November

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





Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.

6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced. 7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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 selfadministered.
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