

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SIT (Singapore, Indonesia, Thailand) and Eat Food Night Risk Assessment</b>  Collaboration between the Singapore Society, Indonesian Society, and Thai Society.  Event Venue: The Bridge, Building 42, University Rd, Highfield, Southampton SO17 1BJ  Date and time : 15 <sup>th</sup> March 2024 , 1900 – 2200  Activities include: <ul style="list-style-type: none"> <li>• Participating societies serving cultural dishes to attendees</li> <li>• Attendees ranking the prepared dishes</li> </ul>		<b>Date</b>  26/02/2024	<b>Last review date</b>
<b>Unit/Faculty/Directorate</b>	<b>SUSU Thai Society</b>	<b>Assessor</b>		
<b>Line Manager/Supervisor</b>	<b><i>President Tawan Lertrakosum</i></b>	<b>Signed off</b>	<b><i>VP Activities/Sport or Activities Coordinator</i></b>	

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(2) Risk assessment</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 i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>		<b>L i k e l i h o o d</b>	<b>I m p a c t</b>	<b>S c o r e</b>	
Food Allergy	Allergic reaction to food and drinks (angioedema, wheezing and/or breathlessness, etc. ), anaphylaxis, hives	Event participants , individuals preparing food items and staff present	3	5	15	<input type="checkbox"/> Sign up form will ask for allergies of participants which will be taken into consideration when preparing food items. <input type="checkbox"/> Should the food item contain an ingredient that a participant is allergic to, a small separate portion will be made without the allergen. <input type="checkbox"/> Each dish will have a label that will inform participants of allergens in the dish in bold letters. <input type="checkbox"/> Individuals preparing dishes will be always gloved during the preparation and excluded from the preparation of the dish if	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <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>

						<p>they are allergic to ingredients in the dish.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Clean and wash utensils before use.</li> <li><input type="checkbox"/> Store ingredients and prepared food separately.</li> </ul>				
Food Poisoning	Diarrhoea, vomiting, nausea, abdominal pains	Event organisers and attendees	2	5	10	<ul style="list-style-type: none"> <li><input type="checkbox"/> Precautions to be made by individuals with appropriate food hygiene training of level 2 and above.</li> <li><input type="checkbox"/> Food items should be prepared with clean hands and gloves worn at all times.</li> <li><input type="checkbox"/> All raw food items should be fully cooked and meets the minimum internal temperature for food safety (beef &amp; pork: 63°C, chicken &amp; poultry: 74°C, fish: 63°C, ground meat &amp; sausages: 74°)</li> <li><input type="checkbox"/> All hot food to be kept at 63°C during the event</li> <li><input type="checkbox"/> All raw food items purchased off the shelf that are to be used at the event should not be past the expiration date.</li> <li><input type="checkbox"/> Store ingredients and prepared food items separately.</li> <li><input type="checkbox"/> Clean and wash hands and utensils before use.</li> <li><input type="checkbox"/> Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and</li> </ul>	1	2	2	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <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>

						equipment regularly using warm water and cleaning products.				
Cross contamination	Illness and choking	Event organisers and attendees	2	5	10	<input type="checkbox"/> Precautions to be made by individuals with appropriate food hygiene training of level 2 and above. <input type="checkbox"/> Food items should be prepared with clean hands and gloves worn at all times. <input type="checkbox"/> Cuts should be covered with a plaster and gloves worn on the hand with cut should the cut be on the hands. <input type="checkbox"/> Ensure shelving is securely fastened and built before placing items on the shelf. <input type="checkbox"/> Small items with the risk of falling into food should be kept away from food items. <input type="checkbox"/> Ensure utensils and serving dishes with the risk of melting are not placed near fire or heat.	1	3	3	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <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>
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> </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> </ul> <p>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></p>

						<ul style="list-style-type: none"> <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>				
Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Event organisers	2	3	6	<ul style="list-style-type: none"> <li>• Ensure that at least 2 people carry tables.</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>• Individuals with pre-existing conditions are not doing any unnecessary lifting and they are comfortable</li> </ul>	1	3	3	<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> </ul> <p>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></p>
Electrical equipment and appliances	Injury and electric shock	Event organisers and attendees	1	4	4	<ul style="list-style-type: none"> <li>• Ensure no liquids are placed near electrical equipment</li> <li>• Ensure all leads are secured with cable ties/mats etc</li> <li>• Ensure hands are dry when handling electrical equipment.</li> <li>• Ensure personal electrical equipment's brought for the event comply with the minimum standards.</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• For external venues pre-check equipment and last PAT testing dates</li> <li>• Seek medical attention as required</li> </ul>

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> <li>A limit on the number of participants for the event to meet the space constraints where applicable</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 <ul style="list-style-type: none"> <li>Committee WIDE training</li> </ul> </li> </ul>
Socials/Meetings-Medical emergency	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Event organisers and attendees	3	5	15	<ul style="list-style-type: none"> <li>Advise participants; to bring their personal medication</li> <li>Event organisers to bring their own 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> </ul> <p>Contact SUSU Reception/Venue staff for first aid support</p>	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> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
Socials-Travel	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	2	3	6	<ul style="list-style-type: none"> <li>Members are responsible for their individual safety though and are expected to act sensibly</li> <li>local venues known to UoS students chosen</li> </ul>	2	2	4	<ul style="list-style-type: none"> <li>Where possible venues chosen for socials will be local/known to members and within a short distance from each other.</li> <li>Contact emergency services as required 111/999</li> </ul>

						<ul style="list-style-type: none"> <li>• Event organisers will be available to direct people between venues.</li> <li>• Event organisers will upload directions of how to reach destination on social media platforms</li> <li>• Avoid large groups of people totally blocking the pavement or spilling into the road.</li> <li>• Anybody in the group who appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).</li> <li>• Be considerate of other pedestrians &amp; road users, keep disturbance &amp; noise down.</li> </ul>				<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> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
Insufficient Fire Safety awareness	If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke	Event organisers and attendees	2	5	10	<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> </ul>

	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.									<ul style="list-style-type: none"> <li>Tel: +44 (0)23 8059 3311 (Ext:3311).</li> </ul>
Overcrowding	Physical injury	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> <li>Event organisers to ensure orderliness when attendees are served food</li> <li>Pushing and shoving will not be tolerated</li> <li><input type="checkbox"/> Queue system will be implemented for food collection</li> <li><input type="checkbox"/> Crowd management will be performed whenever necessary</li> <li><input type="checkbox"/> Food to be served onto the plates by event organisers when approached by attendee.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Seek medical attention if problem arises</li> <li>With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a>) and liaise with them on need for security teams on the day</li> <li>Security team may inform police of the event if required (e.g. marches)</li> </ul>



Talks/debates - subjects that could be sensitive or personal to some members	The attendees feel negative emotions around the topic or becomes distressed by images or events shown/discussed.	Attendees	2	3	6	<ul style="list-style-type: none"> <li>Prior information about event and what to expect given out so participants know what to expect.</li> <li>Participants made aware they could leave the event at any time.</li> <li>All updates relating to the event are posted on social media platforms and broadcasted on the society's messaging and communication channels.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter</li> <li>Committee Wide Training</li> <li>Seek guidance from activities/SUSU advice centre/UoS enabling team as required</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	<ul style="list-style-type: none"> <li>At least one committee member from each participating society to have completed level 2 food hygiene training</li> </ul>	Relevant committee members - president to	05/03/24		

		ensure complete.			
2	· Committee members to ensure that ingredients list with allergens highlighted have been prepared by participating societies	Relevant committee members – president to ensure complete.	01/03/24		
3	· Committee members to ensure that separate dish(es) without allergens of participants have been prepared	president to ensure complete.	On the event day		
4	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	01/03/24		
Responsible committee member's signature:  <b>Tawan Lertratkosum</b>				Responsible committee member's signature:  <b>Sakultong Jakpa</b>	
Print name: Tawan Lertratkosum			Date: 27/02/2024	Print name: Sakultong Jakpa	Date: 27/02/2024

### Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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• 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	

<b>LIKELIHOOD</b>	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
<b>IMPACT</b>						

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