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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Daily Gatherings** | | **Date** | **04/28/2020** |
| **Unit/Faculty/Directorate** | **University of Southampton Singapore Society** | **Assessor** | Warren Song | |
| **Line Manager/Supervisor** | *Warren Song* | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Moving of equipment | * Injury * Slipping * Stress * Damage to equipment | Committee Members and society members | **3** | **3** | **9** | Equipment will always be moved in pairs  All helpers will be lifting from their knees not their back, will carry equipment in pairs or groups if necessary.  Anyone with relevant pre-existing conditions not to engage in manual handling activity | **1** | **2** | **2** | Equipment should not be too heavy but helpers will be told not to carry more than they can reasonably manage.  [Guidance](https://www.susu.org/groups/admin/howto.php/handling) given by The Health and Safety Executive will be followed. |
| Adverse Weather | * Injury * Illness * Slipping | All who attend | **4** | **1** | **5** | Check weather reports prior to event  Event will be indoors, limiting the potential dangers associated with this hazard.  Warn those attending to prepare by wearing appropriate clothing | 4 | **1** | **4** | If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date |
| Fire Hazards | * Injury * Accidents | All Who attend | **1** | **5** | **5** | Knowledge of all the emergency exits will be given to all members in the event of a fire hazard. | **1** | **3** | **3** | A committee member will be appointed as a fire safety officer |
| Inappropriate footwear | * Personal injury * Injury of other participants * Damage to facility * Damage to equipment | * Participants | **3** | **2** | **6** | Referees to inspect attire of participants prior to commencement of the games  Prevent those wearing unsuitable footwear from participating | **1** | **1** | **1** |  |
| Personal items being lost/stolen | * Loss of personal possession * Personal injury * Damage to facility | * User * Other participants | **3** | **2** | **6** | Participants will be asked to keep note of their belongings | **3** | **1** | **3** | Committee members will be vigilant in the event of any suspicious behaviour, |
| Dehydration/Exhaustion | * Personal injury | User | **3** | **5** | **15** | Ask all participants to bring adequate amounts of water with them  Give ample opportunity for participants to rest/rehydrate  Committee Members will make conscious effort to observe the wellbeing of participants and intervene if they deem it necessary | **2** | **2** | **4** |  |
| Food | * Food poisoning * Allergic Reactions | * Any attendee that purchases any food or drink on site | **2** | 2 | 6 | Completion of level 2 Food hygiene course and general care when cooking food  Make stall operators aware of the potential risks  Good food preparation guidelines will be followed including: washing hands, using ingredients from a reputable supplier, long hair tied back, jewellery removed, clean bowls, surface & utensils. Protect food from cross contamination, meat stored in fridge, food stored in sealable clean containers.  People who are preparing and food will not be suffering from any illnesses. | 1 | 2 | 2 | Make sure none of the chefs are ill  All stall holders and chefs will follow food safety and hygiene procedures  All consumers will be notified what’s in their food/drink before purchasing to reduce the risk of having an allergic reaction |

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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 | Appointment of Safety Officers - Free | Committee Members |  | | On the day |  | |
| 2 |  |  |  | |  |  | |
| 3 |  |  |  | |  |  | |
| 4 |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: Warren Song | | | | Date: | Print name: Warren Song | | Date: |

**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. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **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. |

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.

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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 |