

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment

Risk Assessment for the activity of	Pumpkin Carving		Date	27/10/2021
Club or Society	Art Society	Assessor		
President or Students' Union staff member		Signed off		

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)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
COVID	Spreading the virus	Attendees	2	4	8	Hand sanitiser. Ask people to do a lateral flow. Separate tables rather than one big table. Encouraging mask wearing.	3	2	6	

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Sharp equipment (knives)	Cuts and related injuries	People who will use the knives	4	2	8	Instruct people on how to use the knives properly and safely. Ensure the area is adequately lit. Confirm the location of first aid before the session starts. Knives not to be left unattended and stored away safely when not in use. Use a knife suitable for the task and for the food you are cutting Carry a knife with the blade pointing downwards. Attendees using tools will be supervised at all times, any inappropriate use of tools will be stopped immediately Sufficient space for staff to work safely. Prevent trip hazards.	3	2	6	Ensure safe behaviour is maintained, ask anyone who is not behaving safely to leave the event. Seek assistance from SUSU Reception. Call 999 as required.
Bags/Coats	Prevent trip hazards	Users and those near-by.	3	2	6	Store all objects either on or underneath the table. Keep walkways clear. Remind everyone throughout the event.	1	2	2	Make sure behaviour is safe and people are keeping the areas clean.
Pumpkin Insides	Slip hazard.	Users and those near-by.	3	2	6	Cover tables with a cloth to soak up moisture and reduce the amount of pumpkin falling onto the floor.	1	2	2	Make sure behaviour is safe and people are keeping the areas clean.

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						Member of the committee will be around to clean up and supervise tables. Extra attention to trip hazards.				
Incorrect handling	Physical injury	Attendees	1	4	4	Setting up tables will be done by the committee.	1	4	4	
Heavy Pumpkins	Physical injury	Attendees	1	2	2	Make sure behaviour is safe and people are keeping the areas clean.	1	2	2	Seek medical attention if a problem arises.

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	Adequate lighting, setting up and instruction	Committee members			
2	Remind everyone to keep bags and other items away from the general walkway and work station	Committee members			

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Responsible committee member signature: Ella Merten-Mancer Print name: ELLA MERTEN-MANCER Date: 27/10/2021				Responsible committee member signature: Olimpia Bicz Print name: OLIMPIA BICZ Date: 27/10/2021	

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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	
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	

L I K E L I H O O D	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					

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.

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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

Identify the impact and likelihood using the tables above.
Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.

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