

This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group. **Please edit or remove sections that are not relevant or add specifics to this template before submitting to GroupsHub under the Risk Assessments tab according to your individual event plans.**

You will also need to complete a charity form linked [here](#). Also all level 2 food hygiene certificates need to be sent to [suactivities@soton.ac.uk](mailto:suactivities@soton.ac.uk) If you haven't completed the training you can sign up [here](#).

<b>Part 1</b>			
<b>Event Information</b>			
<i>1A) Contact Information:</i>			
<b>Main Contact for The Event:</b>  Katie Pain	<b>Email Address for Main Contact:</b>  Kp4g23@soton.ac.uk	<b>Club or Society Name:</b>  Southampton University Trampoline Club	<b>Contact Number:</b>  (+44) 7806722640
<i>1B) Event Information:</i>			
<b>Event Name:</b>  SUTL Southampton Trampoline Competition - Bake Sale	<b>Event Date:</b> 25 <sup>th</sup> April 2026	<b>Event Venue/s:</b> Jubilee Sports Centre Hall	<b>Total Attendees:</b> Same as competition
<b>Event Timings:</b>	<b>Set Up:</b> 8:00-9:00am <b>Event Start:</b> 9:00am <b>Event End:</b> 17:00pm <b>Pack Down:</b> 16:00-17:30pm		
<b>Event Breakdown</b>  This includes everything happening at your event, including fundraising, food	8:00-9:00am: SUTC members will arrive to aid competition set up. At this time all baked goods will be placed on the bake sale stand. All ingredients and allergies will be listed next to each item, which will clearly be displayed on the stall at all time		

<p>provision, any performance or sporting activity, etc.</p>	<p>8:30-9:00am: Other University Trampoline Clubs to arrive at Jubilee Sports Hall. The competition will start at 9am.  9:00-17:00: The bake sale will start at 9am. One member of committee will always be at the stall to serve food and take payment (via a card machine). The bake sale will continue running throughout the whole competition. The bake sale will stop either (a) when the competition finishes or (b) once all the baked goods are sold  16:30-17:00- Competition and Bake Sale pack down. The care reader will be returned to SUSU.</p>
<p><b>Overview of event concept</b></p> <p>Description of the activities taking place. This includes everything happening at your event e.g. fundraising, food provision and any performance or sporting activity)</p>	<p>This is a society Bakesale fundraiser for Asthma and Lung UK, selling a selection of baked and store-bought goods from 9am-5pm on 25/04/26. The Bakesale will be ran as a part of our annual competition for SUTL. Food will be served from a stall in Jubilee Sports Centre Hall; all ingredients and allergies will be clearly displayed. To avoid cross contamination, baked goods will be covered when displayed and will be served individually with separate utensils.</p>
<p><b>Volunteers hosting the event</b></p> <p>List all committee and volunteers that will be present and responsible for the event, as well as their role.</p>	<p>Event lead: Katherine Pain  Host: Christopher Layton  Food Lead: Nora Levy  Volunteers for set up: Rachael Ashman, Ben Johnson, Amelie Lewis, Honey Sargeant, Oliver Kenton, Louis Baldry</p>
<p><b>Food provision</b></p> <p>List the food items, whether they are <b>store-bought goods, homemade baked goods, hot or cold food</b>, and (if you have this information at this stage) all ingredients and potential allergens.</p> <p>For defnitions and full guidance on this click <a href="#">here</a>.</p>	<p>Homemade cakes from members of the club. All cakes will be made fresh, and a full list of ingredients will be provided with each baked good, otherwise we will not sell item. All homemade goods will be supervised by a L2 Food Hygiene Certified member of the club.</p>

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			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>General Considerations</b>										
<b>Slips, trips and falls</b>	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.

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<b>Fire</b>	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>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.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>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.</p>

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<b>Setting up/moving or chairs/tables/other objects in the area.</b>	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<p>Make Event Volunteers aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers.</p> <p>Work in teams when handling other large and bulky items.</p> <p>Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g., hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable.</p>	1	3	3	<p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</p> <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>

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<b>Overcrowding</b>	Physical injury	Event organisers and attendees	1	3	3	<p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space</p> <p>Inform other bookings on the Redbrick/in the area of the event</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>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</p> <p>Security team may inform police of the event if required (e.g. marches)</p>

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<b>Electronics</b>	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	<p>Ensure regular breaks (ideally every 20mins) when using screens</p> <p>Ensure screen is set up to avoid glare, is at eye height where possible</p> <p>Ensure no liquids are placed near electrical equipment</p> <p>Ensure all leads are secured with cable ties/mats etc</p>	1	4	4	<p>Request support and advice from SUSU IT/Tech teams e.g. via activities team</p> <p>For external venues pre-check equipment and last PAT testing dates</p> <p>Seek medical attention as required</p>

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<b>Accessibility:</b>  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.  If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.  If 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.

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<b>Reputational Risk:</b>  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 into 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 in (usually) branded clothing.	1	1	1	

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<p><b>Legal Compliance:</b></p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p>	<p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p>	<p>The club or society, committee and members, SUSU or the Wider University.</p>	1	1	1	<p>All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.</p> <p>All who wish to bring in an external speaker must follow due process, <a href="#">available here</a></p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p>	1	1	1	

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<b>Medical Issues:</b>  Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs.  All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.  If in a Southampton Sport space, contact reception. If in SUSU, contact reception. 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.
Fundraising										

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Handling and Storing Money – Own Club/Society Fundraising	Theft, Individuals being mugged.	Members and Participants	2	4	8	No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. Contact <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a> to discuss best possible fundraising method (e.g. boxoffice ticket)	1	4	4	

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Handling and Storing Money – Charity Fundraising						No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. <ul style="list-style-type: none"> <li>• Sum-up Card machine to be requested and collected from SUSU reception.</li> <li>• Alternatively the group can use a JustGiving page which donates directly to the chosen charity. The link to the page needs to be shared with the activities team at <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a></li> </ul>				

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Handling and storing card readers – Charity Fundraiser	<ul style="list-style-type: none"> <li>Theft</li> <li>Individuals being mugged/robbed</li> <li>Loss/misplacement leading to financial loss</li> </ul>	Members and Participants	3	4	12	Southampton RAG procedures will be followed: <ul style="list-style-type: none"> <li>Charity Event <a href="#">form</a> completed, and RAG approval will be given</li> <li>All food hygiene certificates and event risk assessment to be approved by activities team</li> <li>Sum-up Card machine to be requested and collected from SUSU reception.</li> <li>Should not be storing money all donations to be taken via Sumup Machine or Just Giving Pages indicated in Charity Form</li> </ul>	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: <ul style="list-style-type: none"> <li>Highlight the incident to any community police officers in the area/report to 111</li> <li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> </ul>

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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	<ul style="list-style-type: none"> <li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> <li>Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>(Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>

Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	<p>Ensure the venue has the relevant licenses required for your event ahead of time.</p> <p>Ensure your event has the required sign off by the venue's security teams.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> <li>- Ivy Booking/uni room booking</li> <li>- Risk assessment</li> <li>- Contract</li> </ul> <p>Off campus</p> <ul style="list-style-type: none"> <li>- Risk assessment</li> <li>- Any bookings/contracts with external providers.</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>• (Ext: 3311)</li> <li>• Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>
Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	<p>Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader.</p> <p>Event led to brief volunteers to operate the card readers in</p>	3	1	3	<ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security:</li> </ul> </li> </ul>

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						pairs and briefed on how to handle situations surrounding these.				Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus.

<p>Breach of Fundraising Code of Conduct [more information can be found <a href="#">here</a>]</p>	<p>Misleading donors, harassment, misconduct, reputational damage.</p>	<p>Volunteers from Club/ Society, event attendees,</p>	<p>2</p>	<p>4</p>	<p>8</p>	<p>Event Leaders to brief volunteers before fundraiser on expectations of their role, clarify clearly exactly what the fundraiser is in aid of, be mindful of treating the public respectfully and avoid harassing behaviour, either verbally or physically.</p> <p>Examples of harassment can include physically blocking people from walking away from the fundraiser, shouting, shaming people into donating, being unreasonably intrusive, etc.</p> <p>Leaders to advise all participants to not engage/respond to any aggressive language or behaviour- if safe to do so will encourage group to remove themselves from the situation- the event will end if this continues</p> <p>Follow control measures for risks in this risk assessment to ensure fundraising is responsible.</p>	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> <li>• Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> <li>• Call emergency services if situation escalates and people's safety is at risk</li> <li>• Event organisers to call University Security if necessary. <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>• (Ext: 3311)</li> <li>• Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>
<p>Food</p>										<ul style="list-style-type: none"> <li>•</li> </ul>

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Serving and preparation of food	<ul style="list-style-type: none"> <li>Allergies</li> <li>Food poisoning</li> <li>Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <li>Homemade items to be avoided by those with allergies</li> <li>precautions should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>Only order/buy food at 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 Call for first aid/emergency services a required</p> <ul style="list-style-type: none"> <li>Report incidents via SUSU incident report procedure Follow <a href="#">SUSU incident report policy</a></li> </ul>

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<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>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	<ul style="list-style-type: none"> <li>• Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training.</li> <li>• Ensure all ingredients used when making items are within their use by or best before dates.</li> <li>• Ensure all frozen food is thoroughly defrosted before use.</li> <li>• Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• SUSU food hygiene level 2 course available for completion-requests made to activities team</li> <li>• Call for first aid/emergency services as required</li> <li>• Report incidents via SUSU incident report procedure Follow <a href="#">SUSU incident report policy</a></li> </ul>

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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. <ul style="list-style-type: none"> <li>• Store all products in a clean sealable container away from raw foods.</li> <li>• Transport cakes in a clean sealable container.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• SUSU food hygiene level 2 course available for completion-requests made to activities team</li> <li>• Call for first aid/emergency services a required</li> <li>• Report incidents via SUSU incident report procedure</li> </ul> Follow <a href="#">SUSU incident report policy</a>

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Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	<ul style="list-style-type: none"> <li>Where possible remove common allergens from ingredients. <a href="#">allergen-chart-1.docx (live.com)</a> Lists all 14 of the core allergens.</li> <li>Ensure each cake is labelled with its name and list of ingredients.</li> <li>Have a list available of all ingredients for any products sold at the stall.</li> <li>Always use recipes from reputable sources.</li> <li>Make sure to keep any packaging.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion-requests made to activities team</li> <li>Call for first aid/emergency services as required</li> <li>Report incidents via SUSU incident report procedure.</li> <li>For more information on allergens: <a href="#">Providing food at community and charity events   Food Standards Agency</a></li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	<ul style="list-style-type: none"> <li>Keep any products containing fresh produce in the fridge.</li> <li>Do not leave any food out for longer than 4 hours.</li> <li>Ensure all products or produce are stored as describe on packaging.</li> <li>Ensure all items are cooked and served to correct safe temperatures from reputable recipes or packaging.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion-requests made to activities team</li> <li>Call for first aid/emergency services a required</li> <li>Report incidents via SUSU incident report procedure</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Violent or offensive behaviour	Members of the public may act violently towards participants.	Event organisers, event attendees,	2	4	8	Do not engage with aggressive behaviour  Contact University Security (details can be found on the back of student ID cards) Follow <a href="#">SUSU incident report policy</a>	1	4	4	Call emergency services as required
Loss of valuables	Lost items	Students	2	2	4	All attendees will be warned prior to the activity to keep valuables secure and hidden, including ID and bank cards.  Advise participants to bring only what they need.	1	2	2	<ul style="list-style-type: none"> <li>Organisers or student to contact venue for any missing items</li> <li>If ID is lost, make an official report to the venue</li> </ul>

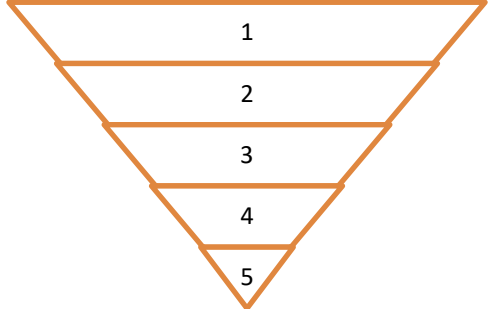
**PART B – Action Plan**

## Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
	Committee to send copies of all food hygiene training certificates to <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a>	Katherine Pain	20/04/2026		
	Committee members to create and display lists of ingredients (with allergens written in bold) at the stall	Christopher Layton	25/04/2026		
	Committee to read and share SUSU Expect Respect Policy	Christopher Layton	24/04/2026		
	Complete a <a href="#">Charity Event form</a> and send this to <a href="mailto:suactivities@soton.ac.uk">suactivities@soton.ac.uk</a>	Katherine Pain	20/04/2026		
	Committee to Read and share SUSU Expect respect policy	Christopher Layton	24/04/2026		
	Set Up Box Office products for internal fundraising for own society	n/a	n/a		
	Set up Just Giving/Fundraising Platform and/or book Sum-up Card Machines for charity fundraising.	Katherine Pain	20/04/2026		
Responsible committee member signature:  Print name: Katherine Pain				Date 17/04/2026	Responsible committee member signature:  Print name: Rachael Ashman  Date 17/04/2026



## 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	

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				

### 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 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

