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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Welcome BBQ- we will be having a small welcome BBQ on Southampton common.** | **Date** | **12/10/2021** |
| **Unit/Faculty/Directorate** | **Southampton RAG** | **Assessor** | **Hayley Shepherd** |
| **Line Manager/Supervisor** | ***Zoe Chapple- President*** | **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** |
| Using the BBQ | Fire | RAG committee and volunteers, members of the public | **2** | **4** | **8** | * **Water kept by the fire at all times**
* **Coals to be left to cool after the BBQ**
* **Those that are not qualified to remain atleast 2m away from the BBQ.**
* **The BBQ is not never be left unattended.**
 | **1** | **4** | **4** | * If a fire occurs call 999 immediately.
 |
| Using the BBQ | Burns | RAG committee | **3** | **4** | **12** | * **Only health and safety qualified committee members allowed to cook any food.**
* **Safety stewards to ensure no attendees go near the fire (maintain a 2m distance).**
* **Water to be kept nearby too cool any burns if necessary.**
 | **2** | **3** | **6** | * If a serious burn occurs, call 999 immediately.
* First aid to be administered by trained personal if necessary.
 |
| Food | Allergies | RAG committee and Volunteers | **2** | **5** | **10** | * **Individuals to bring their own food.**
* **Chefs to specifically ask for any allergies before cooking begins (prevent cross-contamination).**
* **Keep all packaging and inform all attendees of potential allergens.**
 |  |  |  |  |
| Food | Food poisoningCovid-19 risk | RAG volunteers and committee members.  | **2** | **2** | **4** | * **Completion of level 2 Food hygiene course and general care when cooking food.**
* **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.**
* **Hand sanitiser and antibac wipes will be provided.**
* **Use of food temperature probe as handling meat.**
* **Cooked and raw food to be kept separate.**
 | **1** | **2** | **2** | * Ensure nobody cooking food is ill.
* Copy of level 2 food hygiene certificate certificate must be provided to the Activities Coordinator (Hayley).
* Encourage attendees/committee to sign up to the university saliva testing programme.
 |
| Eating food | Choking hazard | Rag volunteers and committee | **1** | **5** | **5** | * **Make stall operators aware of the potential risks**
 | **1** | **3** | **3** | * Call 999 immediately if someone starts choking.
 |
| Adverse weather conditions | * Injury
* Illness
* Slipping
* Burns
 | Rag volunteers and committee | **4** | **2** | **8** | * **Check weather reports prior to event**
* **Warn those attending to prepare by wearing appropriate clothing & footwear- bring spare clothing**
* **In the case of hot weather advice participants to bring/wear appropriate level sunscreen, hydrate.**
 | **4** | **1** | **4** | * Rainy-day plan: Move to meeting room 2 (block booked) for cold food and individually wrapped snacks only.
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| Anti social behaviour | Attendees or Participants may become over excited or emotional and disturb the other attendees or the participants of the event.Bullying, harassment, and isolation.  | Rag committee and volunteers | **2** | **2** | **4** | * **Rag committee to be vigilant of unruly behaviours during event.**
* **Removal of any persons committing offensive behaviour**
* **Welfare-trained committee onsite at all times.**
 | 1 | **2** | **2** | * Refer to SUSU expect respect policy and use reporting tools.
* Support provided from welfare-trained committee members if required.
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| Slips, Trips and Falls- “Party Games/rounders”  | Physical injury | Rag committee and volunteers | **1** | **4** | **4** | * **All attendees to be made aware of the risks associated with rounders (e.g. getting hit by the ball).**
* **All equipment and games to be stored/played out of the way of the BBQ.**
 | 1 | **4** | **4** | * Seek first aid should a physical injury occur (999).
 |
| Knives | Cuts/physical injury | Rag committee | **2** | **2** | **4** | * **Make stall operators aware of the potential risks- where possible pre-cut any food.**
* **Knife not to be left unattended and stored away safety 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.**
* **Sufficient space for staff to work safely.**
 | 1 | **2** | **2** | * All BBQ attendants to follow appropriate food safety training.
 |
| Covid-19 | Catching covid  | All attendees | **4** | **3** | **12** | * **Ask participants to not attend if they are unwell or displaying any covid symptoms.**
* **Encourage regular testing.**
 | 2 | **3** | **6** | * Encourage all students to sign up to the UoS saliva testing programme.
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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 | All stall holders to complete food hygiene course and provide certificates to Activities Coordinator | All Committee | 14/10/2021 | 14/10/2021 |  |
| 2 | Create ingredients list and labelling/keep all packaging. | Zoe Chapple | 14/10/2021 | 14/10/2021 |  |
| 3 | Ensure RAG volunteers have reviewed Covid-19 Risk assessments and guidance | All Committee | 14/10/2021 | 14/10/2021 |  |
| 4 | A RAG committee member (Welfare training to be complete) to be present to monitor behaviour.Any inappropriate behaviour to be reported immediately to SUSU and support given to any victim(s). | Zoe ChappleCorin Holloway. | 14/10/2021 | 14/10/2021 |  |
| 5 | Report any injury to SUSU activities. | Zoe ChappleHayley Shepherd | 14/10/2021 | 15/10/2021 |  |
| 6 | Encourage all attendees to sign up to saliva testing- Facebook group event | Rebecca Harris | 14/10/2021 | 14/10/2021 |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: Zoe Chapple | Responsible manager’s signature: Rebecca Harris |
| Print name: Zoe Chapple  | Date: 12/10/2021 | Print name: Rebecca Harris | Date:12/10/2021 |

**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 |