


## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>General meetings</b>		<b>Date</b>	24/6/23
<b>Unit/Faculty/Directorate</b>	Southampton Student Scout and Guide Organisation (SSAGO)	<b>Assessor</b>		
<b>Line Manager/Supervisor</b>	David Kuc Southampton SSAGO Secretary 2023 – 2024	<b>Signed off</b>	 <small>Samuel Jasper (Jun 24, 2023 13:42 GMT+1)</small>	

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</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>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Slipping or tripping	Cuts, scrapes, bruises, physical injury	Anyone	2	3	6	<ul style="list-style-type: none"> <li>• Make people aware of risk</li> <li>• Keep meeting areas/locations tidy</li> </ul> Report any trip hazards to committee/venue staff asap. If cannot be removed mark off with hazard signs	1	3	3	<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> All incidents are to be reported as soon as possible ensuring the health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a>

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Food allergy	Violent allergic reaction, anaphylaxis	Anyone with a food allergy	2	3	6	<ul style="list-style-type: none"> <li>Encourage all people with allergies to carry their appropriate medication, and make others aware of where it is carried</li> <li>Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +)</li> </ul> Ask if unsure of allergens in foods	1	3	3	SUSU food hygiene level 2 course recommended for camp/event organisers  Call for first aid/emergency services as required Report incidents via SUSU incident report procedure

Drinking too much	Violence, damage to property, illness	Anyone drinking	3	4	12	<ul style="list-style-type: none"> <li>• Excessive drinking strongly discouraged</li> <li>• Avoid groups drinking excessively</li> <li>• Where possible the consumption of alcohol will take place at licensed premises. The conditions on the licence will be adhered to and alcohol will not be served to customers who have drunk to excess</li> <li>• Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</li> <li>• Members are responsible for their individual safety though and are expected to act sensibly</li> <li>• Initiation behaviour not to be tolerated and drinking games to be discouraged</li> <li>• Members encouraged to 'drink responsibly'</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Follow <a href="#">SUSU incident report policy</a></li> <li>• Call emergency services as required 111/999</li> </ul> <p>Committee WIDE training</p>
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Tent pegs, tent poles, mallets	Bruises, cuts, minor concussion	Those in the vicinity	3	2	3	<ul style="list-style-type: none"> <li>Once poles are constructed, they are not waved around.</li> </ul> Ensure pegs are close to the tent, and ensure that people do not walk between tents.	1	2	2	Report incidents via SUSU incident report procedure Call for first aid/emergency services as required

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Cooking - raw food/ sharp implements	Cuts, burns or food poisoning	Those cooking or eating the food	2	3	6	<ul style="list-style-type: none"> <li>• Ensure appropriate training in dealing with sharp/hot objects, and ensure that all food is cooked thoroughly.</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> </ul> <p>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</p>	1	3	3	<p>SUSU food hygiene level 2 course recommended for camp/event organisers</p> <p>Call for first aid/emergency services a required</p> <p>Report incidents via SUSU incident report procedure</p>

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Campfires	Burns, damage to property, injuries from nails or thorns (when collecting firewood)	Those in the vicinity	2	3	6	<ul style="list-style-type: none"> <li>• Ensure there are members who have appropriate experience with fire</li> <li>• Ensure there is a fire bucket present</li> <li>• Encourage sensible behaviour</li> <li>• Make sure the area around the fire is clear (no trip hazards)</li> <li>• Careful around wood piles, wear proper shoes</li> </ul> Have first aid kit present	1	3	3	Call for first aid/emergency services as required  Report incidents via SUSU incident report procedure

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Inclement weather	Hypothermia, injuries due to blown over damage to tents and equipment	Members of the public	3	4	12	<ul style="list-style-type: none"> <li>• Change the social location to provide appropriate shelter</li> <li>• Check weather forecasts before social or, to reduce likelihood of emergency evacuation</li> <li>• Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts</li> <li>• In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate</li> </ul>	1	4	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date



**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
	Complete the WIDE training	Welfare Officers	31/10/23	31/12/23	


Secretary's signature:



Print name:  
David Kuc

Date:  
6/24/23

Chairs's signature:



Samuel Jasper  
Samuel Jasper (Jun 24, 2023 13:42 GMT+1)

Print name:  
SAMUEL JASPER

Date:  
24/6/23



## 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









# SSAGO general risk assessment

Final Audit Report

2023-06-24

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