

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Gardening– One-off Volunteering Opportunities</b>		<b>Date</b>	<b>14/05/2023</b>
<b>Club or Society</b>	<b>Southampton Hub</b>	<b>Assessor</b>		<b>Nicole Ashworth</b>
<b>President or Students' Union staff member</b>	<b>Catherine Taplin-Thorpe</b>	<b>Signed off</b>		

<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>	
Covid-19	Covid-19 infection and further transmission	Event organisers and attendees	3	4	12	<ul style="list-style-type: none"> <li>Ask people not to attend if they feel unwell</li> <li>Event to remain outside</li> </ul>	1	4	4	
Food available	Allergic reaction, intolerance	<ul style="list-style-type: none"> <li>Committee members</li> <li>Other students</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>Not allowing food with nuts in, ask people if they have any allergies/intolerances before allowing them to share food</li> <li>Ensure that everything brought has a list of ingredients</li> <li>Contact emergency services as required 111/999</li> </ul>	1	4	4	Incidents are to be reported as soon as possible ensuring the duty manager/health and DSO have been informed.

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Medical emergency	Members may sustain injury /become unwell from <ul style="list-style-type: none"> <li>• Pre-existing medical conditions</li> <li>• Sickness</li> <li>• Distress</li> </ul>	Attendees	2	5	10	<ul style="list-style-type: none"> <li>• Advise participants; to bring their personal medication</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact SUSU Reception/Venue staff for first aid support</li> <li>• Contact the Student Hubs Designated Safeguarding Officer (DSO) if an incident occurs</li> </ul>	1	4	4	Incidents are to be reported as soon as possible ensuring the duty manager/health and DSO have been informed.

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Adverse Weather	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Illness</li> <li>• Slipping</li> <li>• Burns</li> </ul>	<ul style="list-style-type: none"> <li>• All who attend</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>• Lead organiser to check the weather are suitable for activities on the day</li> <li>• SUSU/UoS Facilities team checks of buildings and spaces prior to the event</li> <li>• Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</li> <li>• Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>• Contact emergency services as required 111/999</li> <li>• Contact the Student Hubs Designated Safeguarding Officer (DSO) if an incident occurs</li> </ul>	4	1	4	<ul style="list-style-type: none"> <li>• If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</li> <li>• Leaders of the event will bring spare warm clothing</li> </ul>

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Slips, trips and falls	<ul style="list-style-type: none"> <li>Physical injury</li> </ul>	<ul style="list-style-type: none"> <li>Event organisers and attendees</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</li> <li>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> <li>Contact the Student Hubs Designated Safeguarding Officer (DSO) if an incident occurs</li> </ul>	1	4	4	<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> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and DSO have been informed.</li> </ul>

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Garden equipment – trowels, forks	<ul style="list-style-type: none"> <li>Physical injury</li> </ul>	<ul style="list-style-type: none"> <li>Event attendees</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Event will be led and overseen by an experienced gardening group</li> <li>Unsafe behaviour will result in the relevant equipment removed from the attendee</li> <li>Members/Committee to carry out first aid if necessary and only if qualified and confident to do so</li> <li>Contact emergency services as required 111/999</li> <li>Safety briefing will be given on dangers and use of equipment</li> <li>Contact the Student Hubs Designated Safeguarding Officer (DSO) if an incident occurs</li> </ul>	1	4	4	<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> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and DSO have been informed.</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
	Only allowing safe numbers of participants to the event	Committee members, staff	20/03/2023	20/03/2023	
	With all snacks ensure there is nothing highly allergenic (such as nuts). Make sure anyone who shares snacks is aware of ingredients before they doing so.	All attendees	20/03/2023	20/03/2023	
	Run a safety briefing for all event attendees	Committee members	20/03/2023	20/03/2023	

Responsible committee member signature:   
 Print name: NICOLE ASHWORTH  
 Date: 13/03/2023

Responsible committee member signature:  
 Print name: NADYA LONGSTAFF  
 Date: 13/03/2023

## 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	

	5	10	15	20	25
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