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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Fandom Society Generic Risk Assessment**  *Meetings, Socials, Awareness Stalls/Stands, Outdoor Activity, Fundraising* | | **Date** | **12/12/2022** |
| **Unit/Faculty/Directorate** | **SUSU Fandom Society** | **Assessor** | **Victoria Timmins, Secretary/VP** | |
| **Line Manager/Supervisor** | **Owen Moran, President** | **Signed off** | **Activities Coordinator** | |

| ***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** |
| **All Activity – Supplies and Equipment** | | | | | | | | | | |
| **(1) Supplies and Equipment -** Manual Handling. | Damage to supplies/equipment  Minor to moderate injury when transporting supplies/equipment | Those transporting supplies/equipment; those nearby | **3** | **2** | **6** | The society will ensure that minimal lifting is required.  Any heavy loads will be broken down to make moving supplies/equipment much more manageable.  Those who are transporting supplies/equipment (likely committee members) will clear a route from the origin to the destination to ensure easy transit and reduce the likelihood of injury or damage. | **2** | **2** | **4** | Seek medical attention from SUSU Reception/venue staff if in need.  Contact facilities team via SUSU reception/venue staff.  Contact emergency services if needed.  All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **(2) Supplies and Equipment -** Setting up of Equipment. e.g., table and chairs. | Bruising or broken bones from tripping over table and chairs. | Event organisers and attendees | **2** | **3** | **6** | Make stall operators aware of the potential risks, follow manual handling guidelines.  Ensure that at least 2 people carry tables.  Setting up tables will be done by organisers.  Work in teams when handling other large and bulky items.  Request tools to support with move of heavy objects- SUSU Facilities/venue. e.g., hand truck, dolly, skates.  Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable. | **1** | **3** | **3** | Seek assistance if in need of extra help from facilities staff/venue staff if needed.  Seek medical attention from SUSU Reception if in need.  Contact emergency services if needed.  All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **(3) Supplies and Equipment -** Cables/wires in area. | Tripping over wires and causing injury  Pulling over equipment and causing it damage or further injury | Event organisers and attendees | **5** | **3** | **15** | Any cables to be organised as best as possible  Cable ties to be used if necessary  Hazardous sections to be blocked off e.g. using chairs & signage | **2** | **3** | **6** | No further controls necessary. |
| **(4) Supplies and Equipment** - Activities involving electrical equipment e.g., laptops/ computers. | Risk of eye strain  Injury  Electric shock | Event organisers and attendees | **2** | **4** | **8** | Ensure regular breaks (ideally every 20 minutes) when using screens.  Ensure screen is set up to avoid glare and is at eye height where possible.  Ensure no liquids are placed near electrical equipment.  Ensure all leads are secured with cable ties/mats, etc.  All electrical equipment is PAT-tested per university policy; For external venues pre-check equipment and last PAT testing dates. | **1** | **4** | **4** | Request support and advice from SUSU IT/Tech teams e.g., via activities team.  Seek medical attention as required. |
| **(5) Supplies and Equipment** - Slips, trips and falls. | Physical injury | Event organisers and attendees | **2** | **4** | **8** | All boxes and equipment to be stored away from main meeting area, e.g., stored under tables  Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.  Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.  Report any trip hazards to facilities teams/venue, If they cannot be removed, mark off with hazard signs. | **1** | **4** | **4** | Seek medical attention from SUSU Reception/venue staff if in need.  Contact facilities team via SUSU reception/venue staff.  Contact emergency services if needed.  All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **All Activity – General Event Risks** | | | | | | | | | | |
| **(6) General Event** **Risks** - Inadequate meeting space - overcrowding, not inclusive to all members. | Physical injury  Distress  Exclusion | Event organisers and attendees | **2** | 3 | **6** | Committee check on room pre-booking, checks on space, lighting, access, tech available.  Ensure space meets needs of members e.g., considering location & accessibility of space.  Committee to consult members on needs and make reasonable adjustments where possible. | 1 | 3 | 3 | Seek medical attention if problem arises.  Liaise with SUSU reception/activities team on available spaces for meetings.  Postpone meetings where space cannot be found.  Look at remote meeting options for members.  Committee WIDE training. |
| **(7) General Event** **Risks -** Damage to personal possessions or venue property. | Theft and loss of items. | Event organisers and attendees | **3** | **3** | **9** | All attendees will be informed that personal possessions are taken into events at their own risk and the committee/university/SUSU/external venue cannot be held responsible for any loss or damage.  Committee members will ensure that conduct of attendees remains respectful and will ask anyone who is not following these guidelines to leave the property. | **2** | **3** | **6** | Committee will contact university security if deemed necessary to ensure that the person is escorted off the property.  If lost items are found by a committee member, they will be returned to SUSU reception if reasonably possible.  All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **(8) General Event** **Risks –**  Fire. | Serious injury or death. | Event organisers and attendees | **3** | **5** | **15** | Keep all water and general liquids away from the electrical points.  Make sure all attendees know where the nearest fire exits are located.  Committee to know where the nearest fire extinguishers are located, which are only to be used if a volunteer feels confident. | **2** | **5** | **10** | Raise alarm if a fire is noticed.  A mobile telephone will be available to contact the emergency services.  All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **(9) General Event** **Risks -** Insufficient Fire Safety awareness. | If a fire alarm is triggered, people may not know where to go.  Crushing, falls, burns and smoke inhalation arising from induced panic.  Reduced space in buildings and external walkways  Obstructed fire exits  Build-up of flammable materials e.g., waste cardboard/boxes. | Attendees | **2** | **5** | **10** | Ensure that members know where the nearest fire exits are and where the meeting place is outside, should it be needed  Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | **1** | **5** | **5** | All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  Call emergency services and University Security: Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311). |
| **(10) General Event** **Risks -** Medical emergency | Members may sustain injury /become unwell.  Pre-existing medical conditions  Sickness  Distress | Attendees | **3** | **5** | **15** | Advise participants; to bring their personal medication, if needed.  Members/Committee to carry out first aid if necessary and only if qualified and confident to do so.  Contact emergency services as required 111/999.  Contact SUSU Reception/Venue staff for first aid support. | **2** | **5** | **10** | Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **(11) General Event** **Risks –** Spread of COVID-19 Coronavirus or other illnesses | Serious illness  Death | Event organisers and attendees | **3** | **5** | **15** | All guidance and procedure for university-owned buildings and private venues will be adhered to (e.g., requirements for masks indoors).  The committee will ensure that hand sanitizer is located around the environment, in addition to washrooms  Frequently cleaning and disinfecting objects and surfaces that are touched regularly will occur, especially equipment in-between use by different people.  The society will encourage (but not require) members to participate in university testing programmes where available.  The society will ensure that we are providing meaningful alternative activity for those who are unable to participate in in-person activity (e.g., members who are required to self-isolate) | **2** | **5** | **10** | Activities will be reviewed regularly to ensure that we comply with SUSU, university and government guidance to reduce the spread of coronavirus.  If member becomes unwell with symptoms of coronavirus, they will be sent home and advised to follow the stay-at-home guidance. All members will be advised to take a lateral flow test or university provided saliva test.  If the committee is informed that a member who has attended an in-person activity has developed COVID-19, the committee will contact the SUSU Activities Team and the university as soon as possible and will encourage the person to follow university and government guidance. |
| **(12) General Event** **Risks –** Screening of Films and Television Shows with Flashing Lights. | Epileptic Seizures | Event organisers and attendees | **4** | **3** | **12** | Committee will ask members to declare a sensitivity to flashing lights and/or will attempt to avoid showing films known to have excessive amounts in.  If a film/television show is screened that contains flashing lights, this information will be disclosed to attendees prior to the start of the showing.  The committee will make every attempt to consult members with epilepsy before screenings as each person is different and may not have any issue. This could help to forewarn the members and assist them in making a reasoned decision or assist committee members in knowing which parts to skip. | **2** | **3** | **6** | If an injury occurs and it is deemed necessary, the appropriate emergency services will be contacted.  A mobile telephone will be available to contact the emergency services.  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **(13) General Event** **Risks –** Costumes/Fancy Dress. | Props/costumes causing injury or offence | Participants  Members of the public | **2** | **2** | **4** | Committee will ask members to only bring small items and use sensibly.  Members of the society are responsible for their own possessions and the use of them.  The committee will endeavour to choose a theme unlikely to cause offence.  Any participant wearing items deemed offensive will be asked to remove these. If they refuse, they will be required to leave the event.  Society will follow and share with members the Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf). | **1** | **2** | **2** | SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed.  Committee WIDE training. |
| **(14) General Event** **Risks –** Alcohol consumption. | Participants may become at risk as a result of alcohol consumption.  Members of the public may act violently towards participants. | Event organisers  Event attendees | **2** | **5** | **10** | Members are responsible for their individual safety though and are expected to act sensibly.    Initiation behaviour not to be tolerated and drinking games to be discouraged.  For socials at bars, pubs, etc, bouncers will be present at most venues.  Bar Security staff will need to be alerted and emergency services called as required.  Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess.  Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event.  Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf). | **1** | **5** | **5** | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident).  Call emergency services as required 111/999.  Committee WIDE training. |
| **(15) General Event** **Risks –** Travel. | Vehicle collision -causing serious injury | Event organisers  Event attendees  Members of the public | **4** | **3** | **12** | Members are responsible for their individual safety though and are expected to act sensibly.  Local venues known to UoS students chosen.  Event organisers will be available to direct people between venues.  Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.  Avoid large groups of people totally blocking the pavement or spilling in to the road.  Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or Radio Taxis).  Be considerate of other pedestrians & road users, keep disturbance & noise down. | **1** | **3** | **3** | Where possible venues chosen for socials will be local/known to members and within a short distance from each other.  Contact emergency services as required 111/999.  Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **All Activity: Food Handling/Preparation** | | | | | | | | | | |
| **(16) Food Handling/Preparation** – Consumption of prepared food. | Allergies  Food poisoning  Choking | Anyone consuming the food | **3** | **5** | **15** | Individual event risk assessment to be carried out for events involving members making/serving food.  Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +).  Only order/buy food at establishments with appropriate food hygiene rating.  Food to only be provided/eaten when other activities are stopped.  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 | **1** | **5** | **5** | Completion of level 2 Food hygiene course and general care when cooking food.  Seek assistance from first aid if needed.  Call 999 as required.  Report incidents via SUSU incident report procedure. |
| **(17) Food Handling/Preparation** **–** Serving of pre-packaged or prepared food and drink. | Allergic reactions that could lead to serious injury or death.  Contamination of food. | Attendees | **3** | **5** | **15** | All food/drink that is served must be unopened and not require cooking (e.g., biscuits or lemonade).  Organisers will inform attendees ahead of time if food will be provided at the event.  Provide a card for each food item with details of all the ingredients.  Keep allergen foods in separate containers and do not share serving utensils, cups, etc. | **2** | **2** | **4** | If allergic reaction or injury occurs, the appropriate emergency services will be contacted if deemed necessary.  A mobile telephone will be available to contact the emergency services. |
| **All Activity: Outdoor Activity** | | | | | | | | | | |
| **(18) Outdoor Activity** - Adverse Weather | Injury  Illness  Slipping  Burns | Attendees | **4** | **3** | **12** | Lead organiser to check the weather are suitable for activities on the day.  Weather conditions to be continuingly monitored by organisers throughout the event.  Warn those attending to prepare by wearing appropriate clothing and footwear e.g., via social media posts, email invites.  In the case of hot weather, organisers to advice participants to bring/wear appropriate level sunscreen, hydrate. | **4** | **1** | **4** | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date, or relocated to an indoor venue if appropriate. |
| **(19) Outdoor Activity –** Overcrowding on the Redbrick | Physical injury | Event organisers and attendees | **2** | **3** | **6** | Do not push/shove.  If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.  Book activity during quieter times when less activities taking place.  Book all available space.  Inform other bookings on the Redbrick/in the area of the event. | **1** | **3** | **3** | Seek medical attention if problem arises.  With support from a SUSU Activities coordinator, Inform UoS security team of the event (– on campus 3311, off campus 02380 593311 OR [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) and liaise with them on need for security teams on the day.  Security team may inform police of the event if required (e.g. marches). |
| **Awareness/Promotional Stands e.g. Bunfight** | | | | | | | | | | |
| **(20) Bunfight –** Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces/confinement.  Crushing against fixed structures from pushing and shoving.  Aggressive behaviour. | Attendees and visitors. | **2** | **3** | **6** | A maximum of 3 representatives to be at the stall at any one time.  Request that orderly queues are formed.  Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear.  Ensure that organisers /volunteers do not block walkways when engaging with attendees.  Follow instructions given by support staff/staff on directions and entry and exit points.  Do not move tables if this has been placed for you by staff. | **1** | **3** | **3** | Seek medical attention if problem arises.  Seek support from facilities staff.  Report incidents via SUSU incident report procedure. |
| **(21) Bunfight -** Falling Objects e.g., banners | Injury  Bruising  Damage to equipment | Attendees and visitors | **2** | **3** | **6** | Tables to be safely secured by staff where possible – ask for support from facilities team.  Ensure banners are secured and on a flat surface.  Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders. | **1** | **3** | **3** | Seek medical attention if problem arises.  Seek support from facilities staff.  Report incidents via SUSU incident report procedure. |
| **(22) Bunfight** Dehydration | Heat exhaustion or headaches, which could lead to further minor injury. | Committee Members | **3** | **2** | **6** | The committee will ensure that plenty of drinks are made available for consumption at the stall.  Committee members will work in shifts and rotate to ensure that sufficient breaks are taken. | **1** | **2** | **2** | Seek assistance from first aid if needed. |
| **Fundraising Events: Handling and Storing Money -** *For own society or Charity* | | | | | | | | | | |
| **(23) Handling and Storing Money** - Own Society Fundraising | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Members  Participants | **3** | **4** | **12** | Cash to be deposited as soon as possible after each event into society bank account or money hub.  Nominated person will be tasked with storing cash in nominated location when banks not open.  Money to be kept in lockable box  Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car.  Ensure cash is not visible/advertised when out in public)  Where possible offer option to pre-buy tickets or provide digital offer to avoid cash purchases (e.g., use of SUSU box office, hire/loan of contactless payment machines).  Money to not be left unattended.  Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | **2** | **3** | **6** | In the event of theft committee members will:  Highlight the incident to any community police officers in the area/report to 111.  Report incident to SUSU duty manager and [complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident). |
| **(23) Handling and Storing Money** - Charity Fundraising | Theft  Individuals being mugged/robbed  Loss/misplacement leading to financial loss | Members  Participants  Charity | **3** | **4** | **12** | Southampton RAG procedures will be followed:  Charity Event form completed, and RAG approval will be given.  All food hygiene certificates and event risk assessment to be approved by activities team.  Sealed collection buckets with charity banner to be requested and collected from SUSU activities/RAG office at an agreed time (office hours, Mon-Fri 9-5).  Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity.  Collection buckets to remain sealed and to not be left unattended.  Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds.  Nominated person will be tasked with storing cash in nominated location when SUSU office not open.  Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car.  Ensure cash is not visible/advertised when out in public) | **2** | **3** | **6** | In the event of theft committee members will:  Highlight the incident to any community police officers in the area/report to 111.  Report to SUSU Duty manager and Complete a SUSU incident report. |

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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 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Trips and Tours * Fundraising events e.g. Bake Sales * External Speaker Events   (No cost) | Relevant committee members – president to ensure complete. | 31/12/2022 | | 01/01/2023 |  | |
| 2 | Committee to read and share SUSU Incident Report and Expect Respect Policy. (No cost) | Relevant committee members – president to ensure complete. | 12/12/2022 | | 12/12/2022 | All committee members have been provided with the link to the policies, and they has been downloaded and stored in the committee’s online storage drive for future reference, if necessary. Review again with new committee before the start of the next academic year. | |
| 3 | A mobile telephone will be available to contact the emergency services. (No cost) | All committee - president to ensure complete. | 12/12/2022 | | 12/12/2022 | All current committee members have access to a mobile telephone and are aware of the correct numbers for emergency services. Review again with new committee before the start of the next academic year. | |
| 4 | Committee will take note of where the nearest fire exits and fire extinguishers are located for venues. (No cost) | All committee - president to ensure complete. | 31/12/2022 | | 01/01/2023 |  | |
| 5 | The phone number for university security will be distributed to all committee members. (No cost) | President | 12/12/2022 | | 12/12/2022 | Committee members were reminded that the contact information for university security is available on the back of their university ID cards. Review again with new committee before the start of the next academic year. | |
| 6 | Committee will inform members prior to showings if any films/television shows contain flashing lights (No cost). | All committee - president to ensure complete. | 12/12/2022 | | 12/12/2022 | Committee instructed on how to determine if films pose a risk for members and how to inform members via social media if this is the case. Review again with new committee before the start of the next academic year. | |
| 7 | Committee to complete Level 2 food hygiene course and will provide certificates to activities team (if needed) | All committee involved in food preparation - president to ensure complete. | 31/12/2022 | | 01/01/2023 |  | |
| 8 | Committee to determine if any member has adequate first aid training. If this is not the case, the committee will ensure they have the contact information for nearest first aid certified person and/or the contact details for emergency services. | All committee - president to ensure complete. | 31/12/2022 | | 01/01/2023 |  | |
| 9 | At least one member of the society committee will have undertaken the SUSU WIDE training by the beginning of the academic year 2020. (No cost) | Designated Health and Safety officer- president to ensure complete. | 12/12/2022 | | 12/12/2022 | Victoria Timmins (Secretary and VP) has completed SUSU WIDE training and has provided access to all other committee members and encouraged them to complete the training as well. Review again with new committee before the start of the next academic year. | |
| Responsible manager’s signature:  Text, letter  Description automatically generated | | | | | Responsible manager’s signature:  A picture containing text  Description automatically generated | | |
| Print name: VICTORIA TIMMINS | | | | Date: 12/12/2022 | Print name: OWEN MORAN | | Date:12/12/2022 |

**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 |