

Risk Assessment

Risk Assessment for the activity of	Christmas Dinner at The Plant Pot	Date	30/11/23
Unit/Faculty/Directorate	Vegan and Vegetarian Society	Assessor	Sunny Angel
Line Manager/Supervisor		Signed off	



PART A

(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Allergic reaction to ingredients in food	Allergic reaction (with ranging severity in relation to individual allergies)	Those with allergies	2	3	6	Ensure anyone attending tells us any allergies when booking a ticket, then checking with the restaurant staff, The Plant Pot is fully vegan so won't serve common allergens such as milk, egg, or fish	1	3	3	Check again in person on the day that no one has any allergies
Food poisoning	Food Poisoning, sickness occurring due to this	Anyone who ingests the faulty food	2	3	6	Attend restaurants which have a high/ higher food hygiene standard rating. Vegetarian and Vegan food will not contain common causes of food poisoning such as meat.	1	3	3	

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Choking on food	Short and long term health consequences such as unconsciousness or death	Persons eating at social	1	4	4	Stay alert and keep an eye out for anyone who is showing signs of choking, know Heimlich manoeuvre, have water ready in case of emergency	1	2	2	President will attend first-aid training
Travelling home from event in the dark	Harm due to antisocial behaviour, harassment or theft	Society members	2	3	6	Ensure that members do not travel home alone or encourage them to use the SUSU safety bus	1	2	2	

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
	Ensure anyone attending checks their allergies with the restaurant staff	Sunny Angel			
	Attend restaurants which have a high/ higher food hygiene standard rating.	Claudia Bejan			
	Attend SUSU first aid training	Sunny Angel			
Responsible manager's signature: 				Responsible manager's signature: 	
Print name: SUNNY ANGEL				Print name: CLAUDIA BEJAN	
Date: 30/11/23				Date: 30/11/23	

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

