

Serving and preparation of food and drink	<ul style="list-style-type: none"> • Allergies • Food poisoning • Choking • 	All	3	5	15	<ul style="list-style-type: none"> • Those baking and willing to share their bake after judging must bring a list of ingredients. • It will be requested that no peanuts are used in baking as a common allergen. • Homemade items to be avoided by those with allergies • precautions 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 	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team</p> <p>Call for first aid/emergency services a required</p> <ul style="list-style-type: none"> • Report incidents via SUSU incident report procedure
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						<p>products, refrigerate necessary products</p> <ul style="list-style-type: none">• Hot water is contained in a suitable, thermally insulated, container. Suitable cups will be provided				
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • All boxes and equipment to be stored away from main meeting area, e.g. stored under tables • Any cables to be organised as best as possible • Cable ties to be used if necessary • 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 staff asap. If cannot be removed mark off with hazard signs 	1	4	4	<ul style="list-style-type: none"> • 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
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Setting up of Equipment. E.g. Table and chairs	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
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Inadequate meeting space- overcrowding, not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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
Activities involving electrical equipment e.g. laptops/ computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • Ensure regular breaks (ideally every 20mins) when using screens • Ensure screen is set up to avoid glare, is at eye height where possible • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc 	1	4	4	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/Tech teams e.g. via activities team • For external venues pre-check equipment and last PAT testing dates • Seek medical attention as required

Socials/Meetings-Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> Advise participants; to bring their personal medication Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so Contact emergency services as required 111/999 Contact SUSU Reception/Venue staff for first aid support 	2	5	15	<ul style="list-style-type: none"> 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
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 i.e. waste cardboard/boxes.	Members	2	5	10	<ul style="list-style-type: none"> ensure that members know where the nearest fire exist are and 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	<ul style="list-style-type: none"> 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).

<p>Handling & Storing Money-Own Society fundraising</p>	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	<p>Members, Participants</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> • Cash to be deposited asap 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 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, 	<p>2</p>	<p>3</p>	<p>6</p>	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • 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
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						advised to not confront any potential thief. If confronted will give up the funds.				
Handling & Storing Money-Charity fundraiser	<ul style="list-style-type: none"> • Theft • Individuals being mugged/robbed • Loss/misplacement leading to financial loss 	Members, Participants, Charity	3	4	12	<p>Southampton RAG procedures will be followed:</p> <ul style="list-style-type: none"> • 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) • 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	<p>In the event of theft committee members will:</p> <ul style="list-style-type: none"> • 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

	•					<ul style="list-style-type: none"> • 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. • Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. • Nominated person will be tasked with storing cash in nominated location when SUSU office not open. 				
Overcrowding	<ul style="list-style-type: none"> • Physical injury 	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • 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. • 	1	3	3	<ul style="list-style-type: none"> • 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. 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)

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.	Members, visitors	2	3	6	<ul style="list-style-type: none"> • 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 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Seek support from facilities staff
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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	<ul style="list-style-type: none"> • A committee member to have Level 2 food hygiene training 	Relevant committee members – president to ensure complete.	27/03/2023		

2	Committee members to check those bringing bakes create and display lists of ingredients (with allergens written in bold) at the stall	Relevant committee members – president to ensure complete.	On the day		
3	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	31/03/23		
Responsible committee member's signature: Eleanor Osborne				Responsible committee member's signature:	
Print name: Eleanor Osborne				Date: 24/03/2023	Print name: Alexander Flint
					Date: 27/03/23

Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well
• Admin controls	Examples: training, supervision, signage	
• 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						

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