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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **General Activity** | | **Date** | **23/09/21** |
| **Unit/Faculty/Directorate** | **Trading & Investment Society** | **Assessor** | **Jad Dao** | |
| **Line Manager/Supervisor** | ***Jad Dao*** | **Signed off** |  | |

| ***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** |
| Food allergies | Risk of allergic reaction to ingredients in food. | Attendees, students, staff | **3** | **4** | **12** | Only individually wrapped, store-bought items to be provided.  A list of ingredients of the food items to be kept at the stall.  Representatives to ask attendees if they have any allergies.  If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed to notify attendees of this:  ‘Products may contain nuts or nut extract…’ | **1** | **4** | **4** |  |
| Unsafe electrical equipment | Electric shocks or burns | Attendees, students, staff | **2** | **2** | **4** | Electrical equipment provided and set up by SUSU Tech team. Will have been tested for compliance to electrical safety in a separate risk assessment. | **1** | **2** | **2** |  |
| Falling Displays | Risk of students being hit by falling banners/ displays | Students/Staff | **2** | **2** | **4** | Banners to be safely secured by Union staff | **1** | **2** | **2** |  |
| 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 of the audience, volunteers and staff | **1** | **5** | **5** | The event coordinator (will ensure that the audience knows 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** | **4** | **4** | 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). |
| COVID-19 | Risk of infection and spread of the virus. | Attendees, students, staff, volunteers, speakers | 3 | 4 | 16 | Society to follow SUSU and University guidance: https://www.southampton.ac.uk/coronavirus.page | 2 | 3 | 6 | Notify everyone at the event to self-isolate. |
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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** | |
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| Responsible manager’s signature: Jad Dao | | | | | Responsible manager’s signature: Zaid Albahadel | | |
| Print name: JAD DAO | | | | Date: 23/09/21 | Print name: ZAID ALBAHADEL | | Date: 23/09/21 |

**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 |