

Risk Assessment

Risk Assessment for the activity of	Trading & Investment Society Meet & Greet Venue: 35/1005 Date: 13th Oct 6-8pm	Date	07/10/2022
Unit/Faculty/Directorate	Trading & investment Society	Assessor	Noor Mahmood
Line Manager/Supervisor	Noor Mahmood	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	
Food Allergies	Risk of allergic reaction, however severe, to ingredients in food served	Attendees with allergies	2	4	8	Only individually wrapped, store-bought items to be provided (likely provider will be Dominoes Pizza and they have extensive allergen information provided). Committee members to ask attendees if they have any allergies they should be aware of. Dairy/gluten free options to be provided.	1	4	4	

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Insufficient Fire Safety awareness and knowledge of uni specific protocols	People may not know where to go if a fire alarm is triggered. Crushing, falls, and burns may result from induced panic. Smoke inhalation. Obstructed fire exits and build up of waste/flammable materials	All attendees, other students, and staff	1	5	5	The committee will ensure that the audience knows where the nearest fire exit and meeting place is outside. Build up of rubbish to be kept at a minimum and to be disposed of 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	All attendees, other students, and staff	2	4	8	Society to follow SUSU and University guidance.	2	3	6	Notify everyone to test if they have been in contact with anyone with the virus.	
Unsafe Electrical Equipment	Electric shocks, burns, electric fire	All attendees, other students, and staff	2	2	4	Electrical equipment will have been tested for compliance to electrical safety in a separate risk assessment	1	2	2		

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Falling displays	Risk of students being hit by falling banners/displays	All attendees, other students, and staff	2	2	4	Banners to be safely secured by union staff	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
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University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Responsible manager's signature: Noor Mahmood				Responsible manager's signature: Eniola Fagbamigbe	
Print name: NOOR MAHMOOD				Print name: ENIOLA FAGBAMIGBE	
Date: 07/10/2022				Date: 07/10/2022	

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

