

This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group.

## Part 1

### Event Plan

#### 1A) Contact Information:

SUJAS President Luke Joseph	lj3g23@soton.ac.uk	Japanese Society	07709 821500
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#### 1B) Event Information:

Event Name: Nabe Night	Event Date: 27/02/26	Event Venue/Venues: Market Gardens	Total Attendees: 50
Event Timings: 17:30 - 21:00	Set Up: 17:30 Event Start: 18:00 Event End: 20:30 Pack Down: 21:00		
<b>Event Break down:</b> (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	Eg: 17:30 : Begin nabe cooking 18:00 - 20:30 : First attendees arrive, begin serving the drinks 20:30 : Begin clearing up with rounding up trash and announcing end of event 21:00 : finish cleaning and leave venue		
<b>Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice:</b>  You can set up Box-office tickets through your group's hub page for guidance on this click <a href="#">here</a> :	Yes 'Matcha event '	<b>How Much Are your Tickets? And how many are available?</b>	£4.50 pound for paid members £6 Pound for free members

<b>Overview of Event Concept:</b> (Description of the activities taking place. This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity)	Serving Matcha drinks in the form of latte		
<b>Staff Hosting the event</b> (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	Prep team for cooking and serving from 17:30 to 20:30 (All with L2 Food hygiene) - Luke Joseph, Ryoma Fujiwara, Louis Christophers, Cleanup Team from 20:30 to end of event - Isabelle, Shanon		
<b>Tech Requirements</b> (For a full list of what you can hire click <a href="#">here</a> )	None		
<b>Facilities Requirements</b>	Access to kettle and table area to pour drinks Tables and Seating		
<b>Food Requirements</b> (For full guidance on this click <a href="#">here</a> )	No food served only tea (drink)		
<b>Security &amp; First Aid Requirements</b> (Who are the qualified first aiders in the group should a medical emergency occur?)	Luke Joseph president Leo Martin welfare officer		
<b>Decorations that you are providing</b>	None		
<b>Provisional Budget:</b> (if you would like a more extensive budget tracker click <a href="#">here</a> .)	Total Budget: £50 for ingredients		
<i>1C) Only Required If External Company/External Speaker On Site For Event</i>			
<b>Business Name:</b>	<b>Business Contact Name:</b>	<b>Email Address:</b>	<b>Contact Number:</b>

<b>Arrival On Site:</b>	<b>Companies Risk Assessment link:</b>	<b>Companies Insurance Link:</b>	<b>Companies Public Liability Information Link:</b>
<b>Departure time:</b>			

If you are inviting a external company or individual on to campus for your event you will be required to submit [this form](#) to [legalservices@soton.ac.uk](mailto:legalservices@soton.ac.uk) at least 15 working days before the event. For more guidance on this please [click here](#).

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<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed</b>  <b>(user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
<b>General Considerations</b>										

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<b>Slips, trips and falls</b>	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.

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<b>Fire</b>	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the Volunteers/ Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency.</p> <p>Consider accessibility requirements</p>	1	4	4	<p>In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely.</p> <p>Once in a safe position to do so, call the emergency services on 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.</p>

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<b>Setting up/moving or chairs/tables/ other objects in the area. (If Specific bulky equipment list here)</b>	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	Make Event Volunteers aware of the potential risks, follow manual handling guidelines  Ensure that at least 2 people carry tables and large objects. 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 <a href="#">SUSU incident report policy</a>

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<b>Overcrowding</b>	Physical injury	Event organisers and attendees	1	3	3	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 during quieter times when less activities taking place on Redbrick/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. <a href="mailto:unisecurity@soton.ac.uk">unisecurity@soton.ac.uk</a> ) 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)
Burns from hot surfaces	Minor to moderate burns from pans or ovens	Committee and attendees	2	3	6	Only trained members cook; signage; supervision	1	2	2	Display SOPs at cooking stations; oven mitts and heat-resistant utensils

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Scalds from boiling curry or rice	Hot liquid scalding hands, arms, or lap	Committee & attendees	2	3	6	Lids used during boiling; supervised serving by those with L2 food hygiene	1	2	2	Use long-handled ladles and labelled serving zones
Electric shock (from rice cookers, kettles, etc.)	Electric shock; potential serious injury	All	2	4	8	PAT-tested equipment; avoid overloading sockets	1	3	3	Extension cables pre-tested; no device swapping during use

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<p><b>Accessibility:</b></p> <p>Entrances and Exits to the chosen area.</p>	<p>Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements.</p> <p>They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.</p>	Participants, committee	1	5	5	<p>All areas chosen for activity will have their suitability checked.</p> <p>If a closed activity for members, members will be consulted to ensure there are no accessibility requirements.</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p>	1	5	5	<p>In case of an emergency, call the emergency services on 999.</p> <p>If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.</p>

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<p><b>Reputational Risk:</b></p> <p>For the club or society, as well as to SUSU and the University</p>	<p>Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself.</p> <p>This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name into disrepute.</p>	<p>The club, SUSU or the University's reputation</p>	2	1	2	<p>Ensuring all parts of this risk assessment are adhered to.</p> <p>Ensuring that any incidents involving public or others are recorded and addressed.</p> <p>Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.</p>	1	1	1	

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<b>Financial Risk:</b>  For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society  Members subject to lawsuits  SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year.  All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs.  SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	

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<p><b>Legal Compliance:</b></p> <p>Club or society activity going against set law.</p> <p>This includes breaches of the freedom of speech act</p>	<p>Fines imposed upon the student group as well as SUSU.</p> <p>Jail sentences.</p> <p>Reputational risk to the student group, SUSU and the wider University</p>	<p>The club or society, committee and members, SUSU or the Wider University.</p>	1	1	1	<p>All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.</p> <p>All who wish to bring in an external speaker must follow due process, <a href="#">available here</a></p> <p>This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.</p>	1	1	1	

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<b>Medical Issues:</b>  Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	9	<p>All clubs and societies should have a process for if a medical issue occurs.</p> <p>All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.</p> <p>If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331</p>	1	1	1	<p>In an emergency, contact 999.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/ health and safety officers have been informed. Follow SUSU incident report policy.</p>
Charity Fundraising										

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Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	<ul style="list-style-type: none"> <li>Report to SUSU Duty manager and <a href="#">Complete a SUSU incident report</a></li> <li>Event organisers to call University Security if necessary.                             <ul style="list-style-type: none"> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>(Ext: 3311)</li> <li>Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>

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Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	<p>Ensure the venue has the relevant licenses required for your event ahead of time.</p> <p>Ensure your event has the required sign off by the venue's security teams.</p> <p>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.</p> <p>On campus</p> <ul style="list-style-type: none"> <li>- Ivy Booking/uni room booking</li> <li>- Risk assessment</li> <li>- Contract</li> </ul> <p>Off campus</p>	1	2	2	<ul style="list-style-type: none"> <li>• Event organisers to call University Security if necessary.                             <ul style="list-style-type: none"> <li>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311</li> <li>• (Ext: 3311)</li> <li>• Building 32, University Road Highfield Campus.</li> </ul> </li> </ul>

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Your Fundraising Activity	Add in Anything about your event activity that could be a risk: Eg a DJ, using the stage, performance or a raffle	Add in who this will affect eg: Volunteers, Guests, Members, Genral public				Add in control measures for these risks				Add in Further control measures for these risks
Food										

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Serving and preparation of food	<ul style="list-style-type: none"> <li>Allergies</li> <li>Food poisoning</li> <li>Choking</li> </ul>	All	3	5	15	<ul style="list-style-type: none"> <li>Homemade items to be avoided by those with allergies</li> <li>precautions should be made by those with appropriate food hygiene training (Level 2 +)</li> <li>Only order/buy food at establishments with appropriate food hygiene rating</li> <li>Food to only be provided/eaten when other activities are stopped</li> <li>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</li> </ul>	1	5	5	<p>SUSU food hygiene level 2 course available for completion- requests made to activities team Call for first aid/emergency services a required</p> <ul style="list-style-type: none"> <li>Report incidents via SUSU incident report procedure Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	<ul style="list-style-type: none"> <li>Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training.</li> <li>Ensure all ingredients used when making items are within their use by or best before dates.</li> <li>Ensure all frozen food is thoroughly defrosted before use.</li> <li>Endeavour to not cross contaminate food such as nuts and let customers know if cross contamination is a possibility.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>Call for first aid/ emergency services as required</li> <li>Report incidents via SUSU incident report procedure Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Storage and Display of Food	Illness, Food poisoning, Allergy.	All	2	3	6	Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours. <ul style="list-style-type: none"> <li>• Store all products in a clean sealable container away from raw foods.</li> <li>• Transport cakes in a clean sealable container.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>• Call for first aid/ emergency services as required</li> <li>• Report incidents via SUSU incident report procedure</li> </ul> Follow <a href="#">SUSU incident report policy</a>

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Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	<ul style="list-style-type: none"> <li>Where possible remove common allergens from ingredients. <a href="#">allergen-chart-1.docx (live.com)</a> Lists all 14 of the core allergens.</li> <li>Ensure each cake is labelled with its name and list of ingredients.</li> <li>Have a list available of all ingredients for any products sold at the stall.</li> <li>Always use recipes from reputable sources.</li> <li>Make sure to keep any packaging.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>Call for first aid/ emergency services as required</li> <li>Report incidents via SUSU incident report procedure.</li> <li>For more information on allergens: <a href="#">Providing food at community and charity events   Food Standards Agency</a></li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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Gas hobs and ovens	Serious or Fatal injuries as a result of explosion/release of gas or hot oven.	Customers and Volunteers	2	5	10	<ul style="list-style-type: none"> <li>Always use protective equipment such as oven gloves when cooking.</li> <li>Only use Gas hobs and ovens at your events that have been provided by SUSU or in volunteers homes.</li> <li>Make sure anyone using the appliances are confident to do so.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Call for first aid/ emergency services as required</li> <li>Report incidents via SUSU incident report procedure. Follow <a href="#">SUSU incident report policy</a></li> </ul>

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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	<ul style="list-style-type: none"> <li>Keep any products containing fresh produce in the fridge.</li> <li>Do not leave any food out for longer than 4 hours.</li> <li>Ensure all products or produce are stored as describe on packaging.</li> <li>Ensure all items are cooked to correct temperatures from reputable recipes or packaging.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>SUSU food hygiene level 2 course available for completion- requests made to activities team</li> <li>Call for first aid/ emergency services a required</li> <li>Report incidents via SUSU incident report procedure</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>

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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	
Use of Knives for Cutting Food	Cuts and injuries	Volunteers and stall operators	2	2	4	<ul style="list-style-type: none"> <li>• Make stall operators aware of the potential risks.</li> <li>• Where possible use wooden cutlery.</li> <li>• Knife not to be left unattended and stored away safely when not in use.</li> <li>• Ensure the Knife is suitable for the task and the food you are cutting.</li> <li>• When carrying the Knife ensure the blade is pointing down.</li> </ul>				<ul style="list-style-type: none"> <li>• Call for first aid/ emergency services as required</li> <li>• Report incidents via SUSU incident report procedure.</li> </ul> <p>Follow <a href="#">SUSU incident report policy</a></p>
Alcoholic/External Events										

**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	
Members getting lost or separated. Members leaving an event/activity alone or without notifying others. Travel by car, train, bus, plane when leaving the local area. (if hosting at a external venue)	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event</p> <p>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p>

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Violent or offensive behaviour	<p>Participants may become violent or offensive due to the consumption of too much alcohol.</p> <p>Members of the public may act violently towards participants.</p>	Event organisers, event attendees,	2	5	10	<p>Bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>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</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p> <p>Society to follow and share with members Code of conduct/SUSU <a href="#">Expect Respect policy</a></p>	1	3	5	<p>If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.</p> <p>Follow <a href="#">SUSU incident report policy</a></p> <p>Call emergency services as required</p> <p>Follow <a href="#">SUSU incident report policy</a></p>

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees,	3	5	15	Attendees responsible for own welfare I such instances- follow guidelines of venues. First aid requested from bar staff as required.	1	5	5	Call Emergency Services/alert bar staff  Follow <a href="#">SUSU incident report policy</a>

**PART B – Action Plan**

## Risk Assessment Action Plan

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
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	Committe to Read and share SUSU Expect respect policy	Relevant committee members – president to ensure complete.	25/02	
	Comittee to display allergen and ingredient list of food sevred	Louis christophers	27/02	



Print name: **Luke Joseph**

Date 22/01



Print name: **Alfred**

Date 22/01

## 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	

<b>LIKELIHOOD</b>	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
		<b>IMPACT</b>				

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

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

