| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Sisters’ Cake Decorating Competition** | | **Date** | **16/10/2022** |
| **Unit/Faculty/Directorate** | **Southampton Islamic Society** | **Assessor** | **Olaa Abdelmonim** | |
| **Line Manager/Supervisor** | **Olaa Abdelmonim** | **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 | Allergic reactions | User | **3** | **3** | **9** | **The hazard should not be eliminated as the chances of an allergic reaction are low, but participants should be informed of the presence of food and asked about their allergies before attendance. Packaging with nutritional information will also be kept to allow participants to make informed decisions.** | **1** | **3** | **3** | -Medical attention will be sought by calling emergency services if required |
| Kitchenware/ Baking equipment | Injury from sharp equipment | User, those in the vicinity | **3** | **2** | **6** | **Ovens/heating appliances will not be used, but users will be prepped on using equipment and spaced out to reduce the risk of an accident.** | **2** | **2** | **4** | Medical attention will be called if needed |
| Food | Choking hazard |  | **1** | **3** | **3** | **-Advise people to eat slowly**  **-Advise people to not talk whilst eating**  **-Advise people to chew food properly before swallowing** | **1** | **3** | **3** | Medical attention will be called if needed |
| Slips, Trips and Falls | Physical Injury | Event  organisers  and  attendees | **2** | **4** | **8** | **- 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 organisers.**  **- 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** | - 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 |
| Setting up of Equipment.  E.g. Table and chairs,  children’s session play  equipment | Bruising or broken bones  from tripping over. | Meeting  organisers  and  attendees | **2** | **3** | **6** | **- Make stall operators**  **aware of the potential**  **risks, follow manual**  **handling guidelines**  **- Ensure that 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**  **- Keep play equipment in**  **central area and pack**  **away straight away** | **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  SUSU incident report  policy |
| Inadequate meeting  space- overcrowding, not  inclusive to all members | Physical injury, distress,  exclusion, increased covid-  19 risk | Event  organisers  and  attendees | **1** | **3** | **3** | **- 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**  **- Enforce social**  **distancing measures**  **where possible and**  **provide PPE where it is**  **not.** | **1** | **3** | **3** | - Seek medical attention if  problem arises  - Liaise with SUSU  reception/activities team on  available spaces for  meetings  - Postpone meetings where  space cannot be found  - Seek medical attention if  problem arises  - Liaise with SUSU  reception/activities team on  available spaces for  meetings  - Postpone meetings where  space cannot be found  - Seek medical attention if  problem arises  - Liaise with SUSU  reception/activities team on  available spaces for  meetings  - Postpone meetings where  space cannot be found |
|  |  |  |  |  |  |  |  |  |  |  |
| Socials/Meetings-Medical emergency | Members may sustain  injury /become unwell  pre-existing medical  conditions  Sickness  Distress | members | **3** | **5** | **15** | **- Advise participants; to**  **bring their personal**  **medication**  **- Members/Committee to**  **carry out first aid if**  **necessary and only if**  **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** | - Advise participants; to  bring their personal  medication  - Members/Committee to  carry out first aid if  necessary and only if  qualified and confident  to do so  - Contact emergency  services as required  111/999  - Contact SUSU  Reception/Venue staff  for first aid support |
| 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** | **- 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** | - 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). |

| ***PART B – Action Plan*** | | | | | | | |
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| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Create sign-up form which includes a question about allergies and describes the event clearly to allow participants to make an informed decision (no cost) | Olaa Abdelmonim | 15/10/2022 | |  |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: *Asiyah Ibraheem* | | |
| Print name: Olaa Abdelmonim | | | | Date: 16/10/2022 | Print name:Asiyah Ibraheem | | Date 16/10/2022 |

**Assessment Guidance**

| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| --- | --- | --- | --- |
| 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 |

| **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 |