| **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 | Eventorganisersandattendees | **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 fromSUSU Reception/venue staffif in need- Contact facilities team viaSUSU reception/venue staff- Contact emergency servicesif needed- All incidents are to bereported on the as soon aspossible ensuring the dutymanager/health and safetyofficer have been informed.Follow SUSU incident reportpolicy |
| Setting up of Equipment.E.g. Table and chairs,children’s session playequipment | Bruising or broken bonesfrom tripping over. | Meetingorganisersandattendees | **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 inneed of extra help fromfacilities staff/venuestaff if needed- Seek medical attentionfrom SUSU Reception ifin need- Contact emergencyservices if needed- All incidents are to bereported on the as soonas possible ensuring theduty manager/healthand safety officer havebeen informed. FollowSUSU incident reportpolicy |
| Inadequate meetingspace- overcrowding, notinclusive to all members | Physical injury, distress,exclusion, increased covid-19 risk | Eventorganisersandattendees | **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 ifproblem arises- Liaise with SUSUreception/activities team onavailable spaces formeetings- Postpone meetings wherespace cannot be found- Seek medical attention ifproblem arises- Liaise with SUSUreception/activities team onavailable spaces formeetings- Postpone meetings wherespace cannot be found- Seek medical attention ifproblem arises- Liaise with SUSUreception/activities team onavailable spaces formeetings- Postpone meetings wherespace cannot be found |
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| Socials/Meetings-Medical emergency | Members may sustaininjury /become unwellpre-existing medicalconditionsSicknessDistress | 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; tobring their personalmedication- Members/Committee tocarry out first aid ifnecessary and only ifqualified and confidentto do so- Contact emergencyservices as required111/999- Contact SUSUReception/Venue stafffor first aid support |
| Insufficient Fire Safetyawareness | If a fire alarm is triggered,people may not knowwhere to go-Crushing, falls, burns andsmoke inhalation arisingfrom induced panic,reduced space in buildingsand external walkways,obstructed fire exits, build-up of flammable materialsi.e. wastecardboard/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 bereported as soon aspossible ensuring theduty manager/healthand safety officer havebeen informed.- Call emergency servicesand University Security:- Emergency contactnumber for CampusSecurity:- Tel: +44 (0)23 80593311- (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 |