| **Risk Assessment** |
| --- |
| **Risk Assessment for the activity of** | **Charity Dinner and Auction** | **Date** | **03/11/2022** |
| **Unit/Faculty/Directorate** | **Southampton Islamic society** | **Assessor** | **Asiyah Ibraheem** |
| **Line Manager/Supervisor** | ***Asiyah Ibraheem*** | **Signed off** | ***Asiyah Ibraheem*** |

| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Food Allergy | Example- a person with a nut allergy comes in contact with nuts resulting in an allergic reaction | Anyone with an allergy | **2** | **5** | **10** | * Ensure that the venue makes it clear what allergens are in which foods, including the 14 most common allergens.
* Ensure that anyone on the stall with an allergy carries an EpiPen with them
* Ensure that the venue clearly separates allergen free food from food with allergens
 | **1** | **3** | **3** | Medical attention will be sought by calling emergency services if required. |
| Falls | Injury | Anyone | **2** | **4** | **8** | * Ensure that venue is free from trip hazards e.g making sure no equipment or wires are dangling off the stage
* Advise no running and to walk sensibly to prevent falls

 | **1** | **3** | **3** | Medical attention will be called if needed |
| Choking  | Food getting stuck in the throat making it painful  | Anyone eating | **2** | **5** | **10** | * Advise people to eat slowly
* Advise people to not talk whilst eating
* Advise people to chew food properly before swallowing
 | **1** | **4** | **4** | Medical attention will be called if needed |
| Food-borne illness | Customers becoming unwell | Anyone eating | **2** | **3** | **6** | * Ensure that the venue has a good hygiene rating and follows good food preparation guidelines
* Advise people who are unwell not to come
 | **1** | **3** | **3** | Medical attention will be called if needed |
| Fire | People could become trapped in the building with smoke | Anyone attending the event | **4** | **3** | **12** | Make sure that everyone attending is educated on the fire escape routes and also the protocl if a fire was to break out | **1** | **2** | **2** | Have a member of staff at hand from the establishment who can answer any safety related questions any student may have. |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

| ***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** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: Asiyah Ibraheem | Date: 19/10/2022 | Print name: Ibrahim Ishaq Yahaya | Date: 19/10/2022 |

**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 |