|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **(University Of Southampton Islamic Society) Risk Assessment**  *Plant Sale* | | **Date:** 31/10/2022 | **Last review date:** 31/10/2022 |
| **Unit/Faculty/Directorate** | **SUSU [University of Southampton Islamic Society]** | **Assessor** | **Alexander Linfield** | |
| **Line Manager/Supervisor** | ***Ibrahim Ishaq Yahaya*** | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
| Plant parts, insects, pollens. | Allergic reactions to plant parts, insects or pollen. | | People with certain allergies | **2** | **5** | **10** | * to avoid plants with sharp spines or spikey foliage. * avoid contact with insects. * Individuals advised to carry appropriate medications if identified as at risk (e.g.. Epi pens, Ventolin) * Pre-sale inspection * Avoid leaving water in open receptacles | **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](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Soil bacteria | Soil contains millions of bacteria and microorganisms, most of which are harmless but some are potentially dangerous | | Anyone | **2** | **5** | **10** | * Ensure all plants sold are properly potted and suitable for carrying without direct contact with soil * Advice washing of hands and using of gloves wherever possible. | **1** | | **5** | | **5** | | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| 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 organizers. * 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](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table and chairs. | | Meeting organisers and attendees | 2 | 3 | 6 | * Make stall operators aware of the potential risks, follow manual handling guidelines * Ensure that at least 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 | 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](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Inadequate meeting space- overcrowding, not inclusive to all members | Physical injury, distress, exclusion | | 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 | 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 * Look at remote meeting options for members * Committee WIDE training | |
| 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** | | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| 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). | |
| Handling & Storing Money- Own Society fundraising | * Theft * Individuals being mugged/robbed * Loss/misplacement leading to financial loss | | Members, Participants | 3 | 4 | 12 | * The use of cashless payments. * Where possible offer option to pre-buy tickets to avoid cash purchases   E.g. use of SUSU box office, hire/loan of contactless payment machines   * Money to not be left unattended * Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. | 1 | | 3 | | 3 | | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report incident to SUSU duty manager and [c HYPERLINK "https://www.susu.org/groups/admin/howto/protectionaccident"omplete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Handling & Storing Money- Charity fundraiser | * Theft * Individuals being mugged/robbed * Loss/misplacement leading to financial loss | | Members, Participants, Charity | 3 | 4 | 12 | Southampton RAG procedures will be followed:   * Charity Event form completed, and RAG approval will be given * Use of cashless payments, wherever possible | 1 | | 3 | | 3 | | In the event of theft committee members will:   * Highlight the incident to any community police officers in the area/report to 111 * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) | |
|  |  | |  |  |  |  | * Collection buckets to remain sealed and to not be left unattended * Collectors will prioritise own safety, advised to not confront any potential thief. If confronted will give up the funds. * Agree time for return of funds and buckets to activities team who will deposit funds and make payment to the charity. * Nominated person will be tasked with storing cash in nominated location when SUSU office not open. |  | |  | |  | |  | |
| Adverse Weather | * Injury * Illness * Slipping * Burns | | All who attend | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites * In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate. * In case of wet weather, disposable waterproof ponchos to be provided to responsible adults. | **4** | | **1** | | **4** | | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date | |
| Overcrowding | * 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. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) 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) | |
| Disturbance to public, students and staff | * Conflict, noise, crowds | | Event organisers and attendees, general public | 2 | 2 | 4 | * Events planned for redbrick avoiding residential areas * UoS Security Teams informed of the event * Everybody will be encouraged to stay together as a group * shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas * If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons) | 1 | | 2 | | 2 | | * With support from a SUSU Activities coordinator Inform UoS security team of the event -University Security 24 hours – on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk) * Inform UoS/SUSU communications team of the event- can brief others via SUSSSED | |
| Counter protest, discrimination against the demonstration/Campaign | * Assault, Violence or threatening/ Aggressive Behaviour | | Event organisers and attendees | **2** | **4** | **8** | * Event planned for Highfield campus- a route well signposted and known for students * Leaders to advise all participants to not engage/respond to any protests, aggressive behaviour- if safe to do so will encourage group to move on and remove themselves from situation- The event will be ended and students advised to return to campus if this continues * Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts * Participants made aware they could join and leave the event at any time. * Ensure that people are aware that this is an open space for discussion to discourage protest. | **1** | | **4** | | **4** | | * Event organisers to call University Security if necessary. * Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus. * Any incidents will be reported via UoS reporting tools * Contact emergency services if needed * Organisers will, following the event, share relevant information on support/signpost via social media channels etc. | |
| Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | | Members, visitors | **2** | **3** | **6** | * A maximum of 5 representatives to be at the stall at any one time * Request that orderly queues are formed * Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear * Ensure that organisers /volunteers do not block walkways when engaging with attendees * Follow instructions given by support staff/staff on directions and entry and exit points * Do not move tables if this has been placed for you by staff. | **1** | | **3** | | **3** | | * Seek medical attention if problem arises * Seek support from facilities staff | |
| Costumes/Fancy Dress | Props/costumes causing injury or offence | | Participants  Members of the public | **2** | **2** | **4** | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. * Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | | **2** | | **2** | | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed * Committee WIDE training | |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | | Members, visitors | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team * Ensure banner is secured and on a flat surface * Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders | **1** | | **2** | | **2** | | * Seek medical attention if problem arises * Seek support from facilities staff | |
| CoViD-19 | Possible infection, leading to illness | | Anyone, especially those in at-risk groups | **2** | **5** | **10** | * Ensure hand sanitiser is made available for customers and vendors to use * Ensure that objects and surfaces that are handled regularly are disinfected appropriately * Ensure that the stall is not overcrowded with volunteers * Ensure that anyone queuing maintains a safe level of distancing * The event is held outside in open air, reducing the risk of airborne transmission. | **1** | | **5** | | **5** | | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
| 1 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | Done | | Done | Follow Guidance. | |
| 2 | Individual risk assessments for individual stalls with higher risk levels and anything not covered by this assessment. This includes:   * Henna Stall | Relevant committee members – president to ensure complete. | 01/10/2022 | | 01/10/2022 | Minimise risk | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member’s signature: Ibrahim | | | | | Responsible committee member’s signature: Alex | | |
| Print name: Ibrahim Ishaq Yahaya | | | | Date: 31/10/2022 | Print name: Alexander Linfield | | Date: 31/10/2022 |

**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** | | | | |

|  |  |
| --- | --- |
| 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 |

|  |  |  |
| --- | --- | --- |
| 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 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.