

Risk Assessment

Risk Assessment for the activity of	Sisters' dinner at Khan's			Date	06/10/2024
Unit/Faculty/Directorate	Southampton Islamic Society		Assessor		Nurulhuda Gumay Riswandi
Line Manager/Supervisor	Mohammed Saqib Shohel		Signed off		Mohammed Saqib Shohel

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	
Food Allergy	Example- a person with a nut allergy comes in contact with nuts resulting in an allergic reaction	Person with any allergy	2	3	6	Inform the staff of anyone who has a food allergy - Avoiding any desserts which may have come in contact with nuts - Ask the workers to use different utilities when preparing the dessert for the person with the food allergy - Ensure person with food allergy carries their EpiPen along with them	1	3	3	Medical attention will be sought by calling emergency services if required.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

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			Likelihood	Impact	Score		Likelihood	Impact	Score		
Choking	Food getting stuck in the throat making it painful	Anyone eating	2	4	8	- 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 sought by calling emergency services if required.	
Floor	Physical injury due to slips, trips and falls.	Anyone	2	4	8	Ensure that the floors are clear of liquids (if not let the staff know to get it cleaned) - To allow a maximum of 3 people getting up at a time to prevent any collisions whilst getting the food - Ensuring any spillages are cleaned up quickly and efficiently. - Advise no running and walking sensibly to prevent falls	1	3	3	-Seek medical attention if needed from venue staff or first aid trained committee members -Contact Emergency Services if needed -Follow SUSU incident report policy	
Fire	Severe injuries	Anyone in building	1	5	5	All individuals will be made aware of the fire exits and what to do in the event of a fire or if the fire alarm rings - All individuals will be evacuated quickly in the case of a fire or the ringing of the fire alarm	1	4	4		

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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
	Ensure All control measures are	Relevant	02/10/2024		

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	implemented	Committee members- President ensure is completed			
	Committee to read and share SUSU Expect Respect Policy	Relevant committee members- President to ensure is completed	02/10/2024		
	Ensure the adequate first aid support is available on site in case of emergency	Sister's Vice President - Houda Zaouchi	02/10/2024		
	Ensure backup plan is present and a meeting plan is established	Relevant Committee members- President ensure is completed	02/10/2024		
Responsible manager's signature: Print name: Nurulhuda Gumay Riswandi				Responsible manager's signature: Print name: Mohammed Saqib Shohel	
Date:23/10/2024				Date: 23/10/2024	

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	

	5	10	15	20	25
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

Risk process

- Identify the impact and likelihood using the tables above.
- Identify the risk rating by multiplying the impact by the likelihood.
- If the residual risk is red or orange, you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
- If the residual risk is green, additional controls are not necessary.
- 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.
- If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
- Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
- 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.

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
5	Almost certain

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.

