

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Islamic Information Stalls – Educating on Islamic Fundamentals, Clarifying Misconceptions, Quizzing the Public and Answering Questions.</b>		<b>Date</b>	<b>17<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> February 2025</b>
<b>Unit/Faculty/Directorate</b>	<b>University of Southampton Islamic Society</b>	<b>Assessor</b>	<b>Aqib Quraishi</b>	
<b>Line Manager/Supervisor</b>	<b>Mohammed Saqib Shohel</b>	<b>Signed off</b>	<b><i>Mohammed Saqib Shohel</i></b>	

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed  (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Slips, trips and falls	Physical injury	Members attending, those in the vicinity	2	4	8	<ul style="list-style-type: none"> <li>All boxes and equipment to be stored away from main meeting area, e.g., stored under tables</li> <li>Any cables to be organised as best as possible</li> <li>Cable ties/to be used if necessary</li> <li>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</li> <li>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</li> <li>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Seek medical attention from SUSU Reception/venue staff if in need</li> <li>Contact facilities team via SUSU reception/venue staff</li> <li>Contact emergency services if needed</li> </ul> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow <a href="#">SUSU incident report policy</a></p>

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Socials/Meetings-Medical emergency	Members may sustain injury /become unwell  pre-existing medical conditions Sickness Distress	Members attending	3	5	15	<ul style="list-style-type: none"> <li>Advise participants; to bring their personal medication</li> <li>Session facilitators or committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so</li> <li>Contact emergency services as required 111/999</li> </ul>	2	5	15	Follow <a href="#">SUSU incident report policy</a>

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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.	Those in the vicinity	2	5	10	<ul style="list-style-type: none"> <li>ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed</li> <li>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.</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.</li> <li>Call emergency services and University Security:</li> <li>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext:3311).</li> </ul>

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Poor weather	Participants and organisers may get wet – this could be problematic during wet weather	Event participants and organisers	3	2	6	Tell participants to dress appropriately and bring additional clothes if weather conditions change. If rain/weather gets too heavy, then the event will be postponed.  Committee to monitor local weather reports and take advice from SUSU staff if any predicted bad weather/weather warnings are given.	3	1	3	If adverse weather is too extreme to be controlled, the event can ultimately be changed to a different date

**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	Weather check, committee will be keeping an eye on the weather forecast and will confirm with activities team if the event can go ahead.	Mohammed Saqib Shohel	16/02/25	Continuous	
2	Make sure table and chairs are not disturbing people and it's somewhere close to the designated area to reduce potential falls, slips	Mohammed Saqib Shohel	17/02/25, 19/02/25, 20/02/25	Continuous	
3	Emotional awareness, sensitive topics to be avoided and support on hand to ensure positivity and an informative stall	Mohammed Saqib Shohel	17/02/25, 19/02/25, 20/02/25	Continuous	
Responsible manager's signature: Aqib Quraishi				Responsible manager's signature:	
Print name: Aqib Quraishi				 Print name: Mohammed Saqib Shohel	
Date: 06/02/25				Date: 06/2/2025	

## 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	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

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.

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