

Provision of food for Iftar (Post-sunset meal)	<ul style="list-style-type: none"> Food poisoning Poor Allergen Information leading to allergic reactions. 	Members Attending Iftar	3	5	15	<ul style="list-style-type: none"> Ensure approval is obtained from susu for any vendor providing food prior to outsourcing the meal provision. Signpost with members to avoid consumption past any provided best before time. Procure the Allergen Information from vendor and signpost this to members/attendees 	1	5	5	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need and in cases where this is not possible use emergency services as required. 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
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Serving of food	<ul style="list-style-type: none"> Allergies Food poisoning Choking 	Members Attending Iftar	3	5	15	<ul style="list-style-type: none"> Allergen information to be provided for every food item Ensure that it is clear what allergens each item of food being distributed contains. This information is readily available from the distributor and will be made explicitly clear to everyone attending via broadcast, and likewise everyone will be prompted to ensure they have checked the allergens before attending, irrespective of if they have known allergies or not Precautions should be made by those with appropriate food hygiene training (Level 2 +) and to provide supervision for any food serving. Only order/buy food at establishments with 	1	5	5	<ul style="list-style-type: none"> Seek medical attention from SUSU Reception/venue staff if in need and in cases where this is not possible use emergency services as required. 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
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					<p>appropriate food hygiene rating</p> <ul style="list-style-type: none">• Food to only be provided/eaten when other activities are stopped• Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products• Ensure that anyone attending with an allergy carries an EpiPen with them.• Ensure that allergen-free substitutes are available wherever possible and separated from the normal items.• Advise people to eat slowly• Advise people to not talk whilst eating				
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					<ul style="list-style-type: none">• Advise people to chew food properly before swallowing				
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Food-borne illness	Attendees becoming unwell	Anyone eating	2	3	6	<ul style="list-style-type: none"> • Ensure that good food preparation guidelines are followed prior to the event. • Ensure that anyone serving food is healthy and is not suffering from any transferable diseases. • There are no food storage facilities available to the prayer room therefore absolutely no food will be stored, any remaining food can be disposed of or distributed at the risk of those taking it. • Food will be prepared on the day it will be served approximately 1 hour before it will be collected and then distributed. As mentioned previously it will not be stored therefore no refrigeration is needed as it is intended for immediate consumption. 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need and in cases where this is not possible use emergency services as required. • 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
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					<ul style="list-style-type: none">• Food will come in individual containers and sharing containers will not be encouraged to avoid spread of illness or disease. Any meals prepared specifically for those with allergies will be clearly labelled and packaged and transported completely separately to the rest of the food.• Attendees will either bring their own cutlery or be given recyclable cutlery to use for themselves.• The space in which the food is consumed will be thoroughly cleaned at the end of the meal, using antibacterial detergents.				
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Slips, trips and falls	Physical injury	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need and in cases where this is not possible use emergency services as required. • 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
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<p>Setting up of Equipment. E.g., mats, chairs, tables, etc.</p>	<p>Bruising or broken bones from tripping over table and chairs.</p>	<p>Meeting organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • 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 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Seek assistance if in need of extra help from facilities staff/venue staff if needed • Seek medical attention from SUSU Reception if in need and where this is not possible or as required 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
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Inadequate meeting space- overcrowding , not inclusive to all members	Physical injury, distress, exclusion	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> • 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. • Look at options for ticketing event in cases where overcrowding is expected. 	1	3	3	<ul style="list-style-type: none"> • Seek medical attention if problem arises • Liaise with SUSU reception/activities team on available spaces for meetings. • Postpone meetings where space cannot be found. • Committee WIDE training.
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Activities involving electrical equipment e.g. laptops/computers	Risk of eye strain, injury, electric shock	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> • Ensure regular breaks (ideally every 20mins) when using screens • Ensure screen is set up to avoid glare, is at eye height where possible • Ensure no liquids are placed near electrical equipment • Ensure all leads are secured with cable ties/mats etc 	1	4	4	<ul style="list-style-type: none"> • Request support and advice from SUSU IT/Tech teams e.g. via activities team. • For external venues pre-check equipment and last PAT testing dates. • Seek medical attention as required.
Socials/Meetings- Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	3	5	15	<ul style="list-style-type: none"> • Advise participants; to bring their personal medication • Members/Committee to carry out first aid if necessary and <u>only if</u> qualified and confident to do so • Contact emergency services as required 111/999 • Contact SUSU Reception/Venue staff for first aid support 	2	5	10	<ul style="list-style-type: none"> • Seek medical attention from SUSU Reception/venue staff if in need and in cases where this is not possible use emergency services as required. • 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

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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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).
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Adverse Weather	<ul style="list-style-type: none"> • Injury • Illness • Slipping • Burns 	All who attend	4	3	12	<ul style="list-style-type: none"> • 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 	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
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Overcrowding	<ul style="list-style-type: none"> Physical injury 	Event organisers and attendees	1	3	3	<ul style="list-style-type: none"> Do not push/shove Look at options for ticketing event in cases where overcrowding is expected. 	1	3	3	<ul style="list-style-type: none"> 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) 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	<ul style="list-style-type: none"> Conflict, noise, crowds 	Event organisers and attendees, general public	2	2	4	<ul style="list-style-type: none"> Events planned for Garden Court, B85 or Avenue Campus 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 <ul style="list-style-type: none"> If applicable book space during quieter times when less activities are taking place 	1	2	2	<ul style="list-style-type: none"> 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 Inform UoS/SUSU communications team of the event- can brief others via SUSSSED

Counter protest, discrimination against the demonstration/Campaign	<ul style="list-style-type: none"> Assault, Violence, or threatening/Aggressive Behaviour 	Event organisers and attendees	2	4	8	<ul style="list-style-type: none"> 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. 	1	4	4	<ul style="list-style-type: none"> 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.
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						<ul style="list-style-type: none"> Ensure that people are aware that this is an open space for discussion to discourage protest. 				
Falling Objects e.g. banners	Injury Bruising Damage to equipment	Members, visitors	2	3	6	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Seek medical attention if problem arises Seek support from facilities staff
Children attending the event	Potential disruptions, accidents, or injuries due to unsupervised children	All attendees	2	3	6	<ul style="list-style-type: none"> The behaviour and supervision of children attending the event will be the sole responsibility of their parent or guardian Parents/guardians must ensure their children remain under control and do not pose a risk to themselves or others. Signage will remind attendees of this responsibility. Event organisers will not be responsible for supervising children. 	1	2	2	<ul style="list-style-type: none"> 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).

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	Any food rating and safety certificates required to be obtained and provided to SUSU for approval	Relevant committee members - president to ensure completed.	01/03/2025	01/03/2025	Obtain approval from SUSU
2	Committee members and any volunteers serving to signpost allergen information accordingly	Relevant committee members - president to ensure completed.	01/03/2025	01/03/2025	To include allergens in daily iftar signup google form
3	Committee to read and share SUSU Expect Respect Policy	Relevant committee members - president to ensure completed.	done	done	Follow guidance.
Responsible committee member's signature: Mohammed Saqib Shohel				Responsible committee member's signature: Aqib Quraishi	

Print name: Mohammed Saqib Shohel	Date: 27/02/2025	Print name: Aqib Quraishi	Date: 27/02/2025
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Assessment Guidance

• Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
• Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
• Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
• Admin controls	Examples: training, supervision, signage		
• 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.
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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