|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | | |
| **Risk Assessment for the activity of** | **Shabbat Dinner – formerly Friday night dinner. (Jewish Society)** | | **Date** | **05/10/21** |
| **Unit/Faculty/Directorate** | **Jewish Society** | **Assessor** | **Daniella Elman** | |
| **Line Manager/Supervisor** | ***Kate Agami*** | **Signed off** | ***SUSU Activities Team*** | |

| ***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** |
| Cooking | Burns, cuts | Committee members making the dinner | **3** | **1** | **4** | Personal protection e.g. oven gloves   * Long hair & long sleeves tied back. * Oven gloves provided to guard against contact with hot surfaces. * First Aid box and first aider available in case of accidents. * A fully charged mobile phone available to summon assistance from emergency services if required. * Only designated persons permitted to have access to the oven/hobs- avoiding overcrowding   Personal hygiene rules are followed at all times | **1** | **2** | **3** | Seek assistance from first aid  Call 999 as required |
| Eating | Food poisoning | Students attending the dinner | **1** | **3** | **4** | The majority of food cooked will be vegan and vegetarian.  Completion of level 2 Food hygiene course and general care when cooking food  Make all members aware of the potential risks  Good food preparation guidelines will be followed including washing hands, using ingredients from a reputable supplier, long hair tied back, jewellery removed, clean bowls, surface & utensils. Protect food from cross contamination, food containing dairy, fish or meat stored in fridge, food stored in sealable clean containers.  People who are preparing food will not be suffering from any illnesses.    Food handler should use tongs/serving spoons/ wear appropriate gloves  • You can use a probe thermometer to check items are fully cooked. Aim for an internal temperature of 75o C or higher to make sure any harmful bacteria have been killed  • Keep raw food separate and cook everything thoroughly | **1** | **1** | **2** | Will follow food safety and hygiene procedures: Copy of certificate must be provided to the Activities Coordinator |
| Covid19 | Transmission of Covid 19 | attendees | **1** | **3** | **4** | Committee members will wear masks while cooking, frequent handwashing and sanitising. Committee members will be required to present negative lateral flow tests prior to cooking food. | **1** | **3** | **4** |  |
| Food | Choking on the food | Persons consuming the food | 1 | 5 | 5 | Make attendees and organisers aware of the potential risks | 1 | 3 | 3 | Call 999 as required |
| Food | Allergic reactions to food | Persons consuming the food | 2 | 5 | 10 | * Provide details for each food item with details of all the ingredients * A list of ingredients of the food items to be kept at the event. (e.g. from packaging) * If the food items may contain or do contain any common allergens, e.g. nuts, signs will be displayed/verbally to notify attendees of this:   ‘Products may contain nuts or nut extract…’ | 1 | 5 | 5 | Seek assistance from first aid  Call 999 as required  Completion of level 2 Food hygiene course and general care when cooking food |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  | Check that all food safety measures have been taken at the time of the event | Jewish Soc Committee | Event dates | | Event dates |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible manager’s signature: DElman | | | | | Responsible manager’s signature: KAgami | | |
| Print name: Daniella Elman | | | | Date: 7/10/21 | Print name: Kate Agami | | Date 7/10/21 |

**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. |

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.

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