This Document Contains both Part 1: Event Plan & Part 2: Risk Assessment. Both parts are required to be completed by the organising group.

You will also need to complete a charity form linked here. Also all level 2 food hygiene certificates need to be sent to susurag@soton.ac.uk (Charity Fundraiser) or suactivities@soton.ac.uk (Internal Fundraiser) if you haven't completed the training you can sign up here.

Part 1

Event Plan

1A) Contact Information:

Main Contact For The Event: Nithun Sundarrajan	**Email Address for Main Contact:** ns9g24@soton.ac.uk	**Club or Society:** Artificial Intelligence Society, MedTech Society	**Contact Number:** 07584628012

1B) Event Information:

Event Name: MedTech x AI Society Event	**Event Date:** 2nd December 2026	**Event Venue/Venues:** 100/4011	**Total Attendees:** 40
Event Timings:	Set Up: 14:00 – 14:30 Start: 14:30 End: 16:30 Pack Down: 16:30 – 17:00		
Event Break down: (This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity.)	**Friday:** 14:00: Event Set Up by Committee Members 14:30: Doors Open, Attendees Arrive 14:30: Welcome and introduction to MedTech × AI Society 14:40: Guest talk by Dr Dambha-Miller 15:20: Audience Q&A 15:35: Research demonstration or real-world AI example (optional) 15:45: Pizza Break, then Interactive multidisciplinary AI healthcare challenge 16:15: Group pitches and expert feedback 16:25: Closing remarks and networking invitation 16:30: Attendees Leave & Event Pack Down by Committee Members 17:00: Doors Close		

Is this a Ticketed Event? If so please state the Name of the ticket on Boxoffice: You can set up Box-office tickets through your group's hub page for guidance on this click here:	Not ticketed	**How Much Are your Tickets? And how many are available?**	N/A
Overview of Event Concept: (Description of the activities taking place. This includes everything happening at your event eg: fundraising, food provision and any performance or sporting activity)	The MedTech x AI Society Event is an educational event in collaboration with the MedTech Society consisting of a talk by a guest speaker on AI in healthcare, audience Q&A, a research AI demonstration and a small-group interactive healthcare challenge, where attendees create a AI solution to a given healthcare scenario and present a short presentation for it. The event is open to attendees of all coding disciplines, whether beginner or not. Committee will use the room's projector for presentation slides during the talk and the research AI demonstration. Additionally, attendees will be able to use them to present their own projects. Given the duration of this event, refreshments and pizza will be given out free-of-charge to attendees via purchase from Fireway, including vegan, vegatatrian and halal options. **The guest speaker is Dr Hajira Dambha-Miller; she is a university staff member, therefore an external speaker form is not to be submitted for this event.**		
Staff Hosting the event (List all committee & Volunteers that will be present and responsible for the event, as well as their role)	**Sumayea Akter:** Support Committee efforts and oversee event timeline. **Mehmet Icen:** Make announcements and relevant updates to attendees. **Jamie Simmons:** Oversee the running of workshops and maintain quality of technical resources. **Ines Ranzan Shil:** Manage event visibility and social media content across all channels. **Andre Teixeira Pino:** Oversee venue, catering, equipment and overall event execution logistics. **Faran Afzal:** Manage relations and communications between third-party collaborators (MedTech Society) and the Committee. **Eivan Kolchin Rivas:** Lead overall direction of hackathon, advise teams on architecture and provide mentoring support. **Nithun Sundarrajan:** Lead and coordinate Committee efforts, make executive decisions and act as primary event representative. **Ashwin Tamang:** Responsible for food management, including coordination and distribution.		

	Philbert Poku: Handle hackathon budget, including expenses, funding, reimbursement. Manage RSVP's and dietary requirements. **Aditya Kumar:** Ensure event objectives are met, relay executive decisions from President and stand-in for him if he is unable to make decisions. **Zola Adonsi:** Ensure compliance with risk assessments, support participant's wellbeing and act as main point of contact for safety and wellbeing concerns.
Tech Requirements (For a full list of what you can hire click here)	N/A
Facilities Requirements	N/A
Food Requirements (For full guidance on this click here)	Pizza delivery handled by Fireaway (7 boxes) – provide details for each pizza and an allergen warning; diverse set of pizzas setup (vegan, vegetarian, gluten-free, diary free). All are halal. Refreshments: water, lemonade, Coca Cola, Pepsi, Fanta
Security & First Aid Requirements (Who are the qualified first aiders in the group should a medical emergency occur?)	**Security:** University of Southampton Campus Security **First Aid:** University of Southampton Campus Security
Decorations that you are providing	N/A - Already included in the venue
Provisional Budget: (if you would like a more extensive budget tracker click here.)	Refreshments: £80 Total: £80

1C) Only Required If External Company/External Speaker On Site For Event

Business Name:	**Business Contact Name:**	**Email Address:**	**Contact Number:**
Arrival On Site: **Departure time:**	**Companies Risk Assessment link:**	**Companies Insurance Link:**	**Companies Public Liability Information Link:**

If you are inviting a external company or individual on to campus for your event you will be required to submit this form to legalservices@soton.ac.uk at least 15 working days before the event. For more guidance on this please click here.

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**	
General Considerations										

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Slips, trips and falls	Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces.	All participants and organisers/staff and spectators	2	3	6	Check venue conditions for holes, lumps, and other obstacles.	1	3	3	If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately. Call 999 in an emergency. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Fire	Smoke inhalation, burns and more severe. Risk of extreme harm.	All participants and organisers/staff and spectators	1	5	5	Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures. Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue. Highlight to all the Volunteers/Event Staff the nearest emergency exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency. Consider accessibility requirements	1	4	4	In case of an emergency, please pull nearest fire alarm and ensure all participants leave the venue calmly and safely. Once in a safe position to do so, call the emergency services on 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Setting up/moving or chairs/tables/other objects in the area.	Bruising or broken bones from tripping over table and chairs.	Meeting organisers and attendees	2	3	6	Make Event Volunteers aware of the potential risks, follow manual handling guidelines Ensure that at least 2 people carry tables and large objects. 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

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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) 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)

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Electronics	Risk of eye strain, injury, electric shock	Committee and attendees	2	4	8	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	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

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Accessibility: Entrances and Exits to the chosen area.	Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. They could also be prevented from leaving the area quickly in an emergency if the correct infrastructure and considerations have not been made.	Participants, committee	1	5	5	All areas chosen for activity will have their suitability checked. If a closed activity for members, members will be consulted to ensure there are no accessibility requirements. If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.	1	5	5	In case of an emergency, call the emergency services on 999. If those with accessibility problems have not been able to exit, make the building manager and emergency services aware. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students' Union or Southampton University itself. This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University's name intro disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring that any incidents involving public or others are recorded and addressed. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing.	1	1	1	

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Financial Risk: For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty.	Club or society activity costing more than planned, weakening their financial position. Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties.	The club or society Members subject to lawsuits SUSU if required to assist.	1	1	1	Clubs and societies required to complete financial forecasting and budget for the year. All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs. SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected.	1	1	1	

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Legal Compliance: Club or society activity going against set law. This includes breaches of the freedom of speech act	Fines imposed upon the student group as well as SUSU. Jail sentences. Reputational risk to the student group, SUSU and the wider University	The club or society, committee and members, SUSU or the Wider University.	1	1	1	All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place. All who wish to bring in an external speaker must follow due process, available here This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted.	1	1	1	

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Medical Issues: Pre-existing and process for any that appear during	Illness, death	Members, committee	3	5	9	All clubs and societies should have a process for if a medical issue occurs. All should know the location of the nearest first aider. Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly. If in a Southampton Sport space, contact reception. If in SUSU, contact reception. If no-one can be found, contact campus Security – 02380 59331	1	1	1	In an emergency, contact 999. Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy.

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Abuse of Members and Volunteers	Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause.	Volunteers and Participants	4	3	12	No Volunteers are ever to be left alone. Always have at least 2 people at a stall or at an Event.	2	3	6	• Report to SUSU Duty manager and Complete a SUSU incident report
										• 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.

Venue/Location considerations	Require certain licenses/sign off	Organisers, Participates, SUSU	1	4	4	Ensure the venue has the relevant licenses required for your event ahead of time. Ensure your event has the required sign off by the venue's security teams. Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment. On campus - Ivvy Booking/uni room booking - Risk assessment - Contract Off campus - Risk assessment - Any bookings/contracts with external providers.	1	2	2	• 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.
Lone working	Stolen goods, injury to individual misuse of card reader.	Volunteers	3	3	9	Ensure no one is left alone as a volunteer at a fundraising event especially if using a Sum-up Card reader.	3	1	3	• Event organisers to call University Security if necessary. • Emergency contact number for Campus

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
						Event led to brief volunteers to operate the card readers in pairs and briefed on how to handle situations surrounding these.				Security: Tel: +44 (0)23 8059 3311 • (Ext: 3311) • Building 32, University Road Highfield Campus.

Adverse weather	Injury, Illness, Slipping, Burns	Event organisers, event attendees,	4	3	12	Lead organiser to check the weather is suitable for activities on the day 1 hour before the event – if the weather is too bad, we will cancel 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 If Cancellation is required ensure all relevant parties are contacted. SUSU – subookings@soto.ac.uk Uni – roombookings@soton.ac.uk Or your external contacts.	4	1	4	If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Food										•
Serving and preparation of food	• Allergies • Food poisoning • Choking	All	3	5	15	• Homemade items to be avoided by those with allergies	1	5	5	SUSU food hygiene level 2 course available for

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						• precautions should be made by those with appropriate food hygiene training (Level 2 +) • Only order/buy food at establishments with appropriate food hygiene rating • 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				completion- requests made to activities team Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy	

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Contamination of food through food preparation.	Illness, Food poisoning, Allergy.	ALL	2	3	6	• Ensure all food is prepared in advance and done in a clean and hygienic environment. In line with the level 2 food hygiene training. • Ensure all ingredients used when making items are withing there used by or best before dates. • Ensure all frozen food is thoroughly defrosted before use. • Endeavour to not cross contaminate foo such as nuts and let customers know if cross contamination is a possibility.	1	3	3	• SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy

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Storage and Display of Food	Illness, Food poisoning, Allergy.	All	2	3	6	Keep any products containing fresh produce in the fridge. Do not leave any food out for longer than 4 hours. • Store all products in a clean sealable container away from raw foods. • Transport cakes in a clean sealable container.	1	3	3	• SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy	

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Food Allergies and Dietary requirements	Illness, Allergic reaction	Customers	3	5	15	• Where possible remove common allergens form ingredients. allergen-chart-1.docx (live.com) Lists all 14 of the core allergens. • Ensure each cake is labelled with its name and list of ingredients. • Have a list available of all ingredients for any products sold at the stall. • Always use recipes from reputable sources. • Make sure to keep any packaging.	1	5	5	• SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. • For more information on allergens: Providing food at community and charity events | Food Standards Agency Follow SUSU incident report policy	

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Hot Plates	Injuries/burns from the heat	All attendees	2	5	10	• Only the stall holders/volunteers to use the hotplate. • Customers to be kept at a minimum of 4ft from the hot plate. • Fire safety equipment on hand. • Protective clothing eg oven gloves to be used.				• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy
Electrical Issues	Serious/ Fatal injuries because of electric shock	Volunteers and customers	2	4	8	• Equipment to				•

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Gas hobs and ovens	Serious or Fatal injuries as a result of explosion/release of gas or hot oven.	Customers and Volunteers	2	5	10	• Always use protective equipment such as oven gloves when cooking. • Only use Gas hobs and ovens at your events that have been provided by SUSU or in volunteers homes. • Make sure anyone using the appliances are confident to do so.	1	5	5	• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy

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			Likelihood	**Impact**	**Score**		**Likelihood**	**Impact**	**Score**	
Stock/Food Falling	Physical Injury, Illness, Food poisoning	All Participants	3	2	6	• Enusre all stock is stored correctly and not stacked to high. • If any products fall that these are not sold and disposed of in food waste.	1	2	2	• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. • SUSU food hygiene level 2 course available for completion- requests made to activities team Follow SUSU incident report policy

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Food Temperature	Food poisoning, illness, perished stock	All participants	2	3	6	• Keep any products containing fresh produce in the fridge. • Do not leave any food out for longer than 4 hours. • Ensure all products or produce are stored as describe on packaging. • Ensure all items are cooked to correct temperatures from reputable recipes or packaging.	1	3	3	• SUSU food hygiene level 2 course available for completion- requests made to activities team • Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy

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Use of Knives for Cutting Food	Cuts and injuries	Volunteers and stall operators	2	2	4	• Make stall operators aware of the potential risks. • Where possible use wooden cutlery. • Knife not to be left unattended and stored away safely when not in use. • Ensure the Knife is suitable for the task and the food you are cutting. • When carrying the Knife ensure the blade is pointing down.				• Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure. Follow SUSU incident report policy
Alcoholic/External Events										

Alcohol consumption	Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants.	Event organisers, event attendees,	2	5	10	**No alcohol is to be served or distributed during the event.** Members are responsible for their individual safety though and are expected to act sensibly Initiation behaviour not to be tolerated and drinking games to be discouraged For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event	1	3	3	Follow SUSU incident report policy Call emergency services as required 111/999 Committee WIDE training

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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**	
						Society to follow and share with members Code of conduct/SUSU Expect Respect policy				

Spiked Drinks/Alcohol Poisoning	Participants may consume too much alcohol during this event or be spiked. This could result in a loss of consciousness or self-control	Event organisers, event attendees	**2**	**5**	**10**	Supervision, the event will be run by the society committee These attend each venue. Ideally, they will not drink to excess during the event Bouncers/trained staff in Venues should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff. Participants encouraged to stay with a nominated 'buddy' where possible. The organizers have confirmed the premise is licensed. **Action organizers (b).** • The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess. Action licensee. **Games involving binge drinking or the consumption of excessive amounts of**	**2**	**3**	**6**	Members are responsible for their individual safety though and are expected to act sensibly when walking around. For anyone who is too inebriated it will be suggested to them that they should return home rather than continue on the social. Taxis will be called if required (look at SUSU safety Bus, Radio Taxis options) If they need to go to the hospital they will also be accompanied there. Participants advised to avoid leaving drinks unattended and if you think anything has been added to a drink; report it; try and retain the drink for testing. 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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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**	
						alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy				

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**	
Violent or offensive behaviour	Participants may become violent or offensive due to the consumption of too much alcohol. Members of the public may act violently towards participants.	Event organisers, event attendees	2	5	10	Bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. The consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event Society to follow and share with members Code of conduct/SUSU Expect Respect policy	1	3	5	If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station. Follow SUSU incident report policy Call emergency services as required Follow SUSU incident report policy

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**	
Allergies - food and drink	Allergic reactions to food and drink when out	Event organisers, event attendees	3	5	15	Attendees responsible for own welfare in such instances; follow guidelines of venues. First aid requested from venue staff as required.	1	5	5	Call Emergency Services/alert venue staff Follow SUSU incident report policy

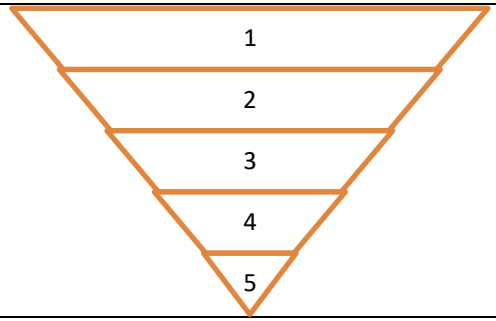
PART B – Action Plan

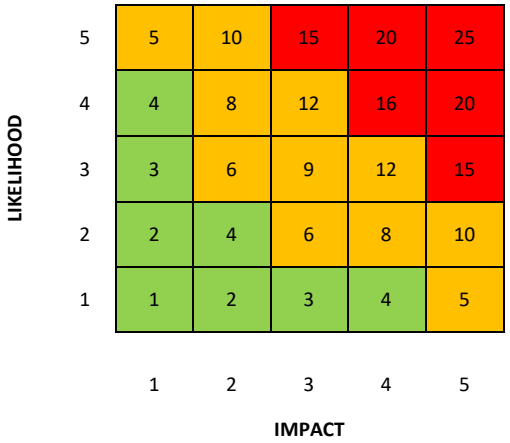
Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk	Zola Adonsi	24/11/2026	24/11/2026	
2	Committee members to create and display lists of ingredients (with allergens written in bold) at the stall	Zola Adonsi	26/11/2026	02/12/2026	
3	Committee to read and share SUSU Expect Respect Policy	Zola Adonsi – Nithun Sundarrajan to ensure complete	02/12/2026	02/12/2026	

Responsible committee member signature: ZAdonsi Print name: Zola Adonsi Date 20/11/2026	Responsible committee member signature: Nithun Sundarrajan Print name: Nithun Sundarrajan Date 20/11/2026

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	



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