

Risk Assessment

Risk Assessment for the activity of BakeSoc Southampton Bakery Crawl Social	Outline: A tour of a number of food venues and bakeries around Southampton Date: 10/10/26 The event will take place at 10am where members meet at redbrick, then leave for the crawl at 10:15am. 1. Mettricks Portswood 2. BEK Bakery 3. Whimsical Kitchen + Plested Bakehouse 4. Barraquito 5. My Bakery 6. Nami Bakehouse 7. E Bakehouse	Date	05/10/2026 (edited v)
Unit/Faculty/Directorate /Club or Society	SUSU Baking Society	Assessor	Xenon Mirza
Line Manager/Supervisor/President	Rachael Hynard	Signed off	

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	

Road traffic accident/ Walking between places	Vehicles collision - causing serious injury	Event organisers, event attendees, Members of the public	4	3	12	• People also briefed about the journeys before the event starts. For example, the list of venues will be shared via social media. Event organisers to make it clear that travel to and from each venue is attendees' own responsibility. • A map of the venues will be distributed and discussed before and during the event • Event organisers will be available to direct people between venues. • Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together. They will be encouraged (but not expected) to look out for one another and check in throughout the	2	2	4	• Venues chosen local and within a short distance from each other. • 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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Transport: Cancellations/diversions	Students not reaching the intended destination	Students	3	1	3	Committee to review bus times and any potential diversions/prior to and during the trip	3	1	3	During the trip, the committee to regularly review bus times during the trip to check for any possible cancellations and diversions.

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Participants getting lost or leaving without any one being aware	During the event participants may decide they want to leave, or they may get lost on the way	Event organisers, event attendees,	3	3	9	- If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety. - Supervision, the event will be run by the society committee These attend each venue. - Venues chosen within a short distance from each other.	2	2	4	- Follow SUSU incident report policy - Call emergency services as required
Risk of Violent Crime, harassment and/or abuse	Accident and/or injury	- Students - Members of the public	2	5	10	- Students will remain as a group at all times. - Stay away from large gatherings or demonstrations - Participants all advised to give up valuables in the event of a serious confrontation to prioritise	1	5	5	- Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager - Report incidents to local emergency services - Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here. - https://www.susu.org/contact.htm

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						their own safety.				

Adverse Weather	• Injury • Illness • Slipping • Burns	Event organisers, event attendees,	4	3	12	• Lead organiser to check the weather are suitable for activities on the day • 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 advise participants to bring/wear appropriate level sunscreen, hydrate • In the case of icy conditions, participants will be advised to bring appropriate footwear	4	1	4	• If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
Falls/ slips	participants falling and subsequently injuring themselves.	Event organisers, event attendees,	3	2	6	• Committee to check that chosen venues meet the following requirements: - Venue is in good	3	1	3	• If necessary, emergency services will be called • Request first aid at venue • Follow SUSU incident report policy

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						condition with no major trip hazards. - Attendees will be told to wear appropriate footwear.				

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Allergies	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 - Committee members will be made aware of participant allergies. - First aid requested from venue staff as required	1	5	5	Call Emergency Services/alert venue staff

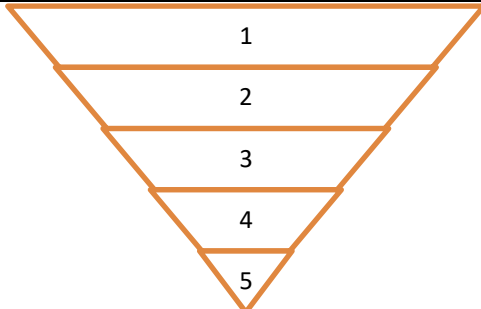
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Incident – Experience of terrorism	Distress, Serious injury, fatality	Students Members of the public	2	5	10	In case of an incident follow Run, Hide, Tell guidance. follow the advice of in country energy service. • Stay away from larger gatherings or demonstrations	1	5	5	• Contact emergency services.

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Incident- Fire	Serious Injury, Distress, fatality, loss of property	Students, Members of the public	3	5	15	In the case of a fire, individuals should prioritise getting out safely than retrieving personal belongings. Exit via clearly labelled fire exits, highlighted by committee members. Members/students should avoid possible activities causing a fire such as avoid smoking indoors/ prohibited areas. Chosen venues have no major fire hazards.	1	4	4	• Contact emergency services. • Perform head count after leaving the building to check each member has evacuated safely.

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
	Organizers to ensure they have shared and read Expect respect policy with members	All	ASAP		
	Route planned and shared in advance with attendees	Francesca Gibbons/Madison Jermy	26/09/2026	28/09/2026	
	All major incidents will be logged with SUSU the next day.	Rachael Hynard			
	Weather check prior to event start	Madison Jermy/Francesca Gibbons	02/10/2026	09/10/2026	
	WIDE training completed by committee	All	ASAP	ASAP	
Responsible committee member signature: Xenon Mirza				Responsible manager's signature: Rachael Hynard	
Print name: Xenon Mirza			date:	Print name: Rachael Hynard	Date
			05/10/2026		05/10/2026

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	

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					

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

