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. All level 2 food hygiene certificates need to be sent suactivities@soton.ac.uk.

# Part 1

## Event Plan

### *1A) Contact Information:*

| | | | |
|---|---|---|---|
| **Main Contact For The Event:** Lauren Crosley | **Email Address for Main Contact:** lmc1g24@soton.ac.uk | **Club or Society:** Gophers Hockey Club | **Contact Number:** 07400 614498 |

### *1B) Event Information:*

| | | | |
|---|---|---|---|
| **Event Name:** **Tournament In The South (TITS) Bake Sale Fundraiser** | **Event Date:** 15/11/26 | **Event Venue/Venues:** Wide Lane Sports Centre | **Total Attendees:** **350** |
| **Event Timings: 10:00-16:00** | **Set Up: 10:00** **Event Start: 10:30** **Event End: 16:00** **Pack Down: 16:30** | | |

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| **Event overview:** This includes everything happening at your stall e.g. food provision and any additional games, challenges or activities | • Will be used in line with the general RA<br>• Cakes baked by individuals within the society or store bought<br>• All ingredients and allergens will be carefully listed<br>• No extra activities – happening alongside TITS hockey tournament |

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| **Committee members present:** (List all committee & volunteers that will be present and responsible for the event, as well as their role) | Lauren Crosley (Welfare Secretary)<br>Anna Streatfeild-James (Club Captain)<br>Cadi Rhys-Binney (Vice Club Captain) |
| **Provisional Budget:** | Total ingredient<br>budget: n/a<br>Total fundraising goal:<br>£150 |

| *PART A* | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**<br><br>**(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** | | | | | | | | | | |
| **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. |

| *PART A* | | | | | | |
|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | **(3) Risk management** | |
| **Hazard** | **Potential** | | **Inherent** | | **Residual** | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| **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.<br><br>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.<br><br>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.<br><br>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.<br><br>Once in a safe position to do so, call the emergency services on 999.<br><br>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. |

| *PART A* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**<br><br>**(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** | |
| **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<br><br>Ensure that at least 2 people carry tables and large objects. Setting up tables will be done by organisers.<br><br>Work in teams when handling other large and bulky items.<br><br>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<br><br>Seek medical attention from SUSU Reception if in need<br><br>Contact emergency services if needed<br><br>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 |

| *PART A* | | |
|---|---|---|
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |

| Hazard | Potential Consequences | Who might be harmed<br><br>(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 | |
| **Overcrowding** | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not push/shove<br><br>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.<br><br>Book during quieter times when less activities taking place on Redbrick/book all available space<br>Inform other bookings on the Redbrick/in the area of the event<br><br>Ensure there is enough available space around the stall. | 1 | 3 | 3 | Seek medical attention if problem arises<br><br>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<br><br>Security team may inform police of the event if required (e.g. marches) |

| *PART A* | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | |
| Hazard | Potential | | Inherent | | | | Residual | | | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Accessibility**:<br><br>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.<br><br>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.<br><br>As it is 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.<br><br>If those with accessibility problems have not been able to exit, make the building manager and emergency services aware.<br><br>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. |

| *PART A* | | | | | | |
|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | **(3) Risk management** | |
| **Hazard** | **Potential** | | **Inherent** | | **Residual** | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Reputational Risk:**<br><br>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.<br><br>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.<br><br>Ensuring that any incidents involving public or others are recorded and addressed.<br><br>Ensuring all members are reminded that they are representing the club/society, SUSU and the University.<br><br>Ensuring everyone behaves accordingly and carries themselves appropriately. | 1 | 1 | 1 | |

| *PART A* | | | | | | | |
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| **Hazard** | **Potential** | | **Inherent** | | | **Residual** | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| **Financial Risk:**<br><br>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.<br><br>Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club or society<br><br>Members subject to lawsuits<br><br>SUSU if required to assist. | 1 | 1 | 1 | We need to ensure we aren't spending more on hosting the event than we will make on the day. That we ensure the day is financially sensible and equitable. | 1 | 1 | 1 | |
| **Legal Compliance:**<br><br>Club or society activity going against set law.<br><br>This includes breaches of the freedom of speech act | Fines imposed upon the student group as well as SUSU.<br><br>Jail sentences.<br><br>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 | We will ensure they are following set law at all times. If ever in doubt, we will contact the Activities team prior to the activity taking place. | 1 | 1 | 1 | |

| ***PART A*** | | |
|---|---|---|
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |

| Hazard | Potential Consequences | Who might be harmed<br><br>(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 | |
| **Medical Issues:**<br>Anaphylactic shock<br><br>Other pre-existing and process for any that appear during | Illness, death | Members, committee, attendees | 3 | 5 | 9 | All volunteers will be told to speak to the nearest first aider in the event of a medical issue.<br><br>We will always have a fist aider on the stall, and all volunteers will be made aware of who this will be.<br><br>We will contact reception if needed. If no-one can be found, contact campus Security – 02380 59331 | 1 | 1 | 1 | In an emergency, contact 999.<br><br>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. |
| Charity Fundraising | | | | | | | | | | |

| *PART A* | | | | | | | |
|---|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | | **(3) Risk management** | |
| **Hazard** | **Potential** | | **Inherent** | | | **Residual** | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| Handling and storing card readers – Charity Fundraiser | • Theft<br>• Individuals being mugged/robbed<br>• Loss/misplacement leading to financial loss | Members and Participants | 3 | 4 | 12 | Southampton RAG procedures will be followed:<br>• Charity Event form completed, and RAG approval will be given<br>• All food hygiene certificates and event risk assessment to be approved by activities team<br>• Sum-up Card machine to be requested and collected from SUSU reception.<br>• Should not be storing money all donations to be taken via Sumup Machine or Just Giving Pages | 2 | 3 | 6 | No Cash to Be Accepted at all.<br><br>No card machines to be left unattended.<br><br>No Volunteers to be left alone with the card machine<br><br>In the event of theft committee members will:<br>• Highlight the incident to any community police officers in the area/report to 111<br>• Report to SUSU Duty manager and Complete a SUSU incident report |

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| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| 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<br>• Event organisers to call University Security if necessary.<br>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311<br>• (Ext: 3311)<br>• Building 32, University Road Highfield Campus. |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Venue/Location considerations | Require certain licenses/sign off | Organisers, Participates, SUSU | 1 | 4 | 4 | Ensure your event has the required sign off by the venue's security teams and SUSU.<br><br>Ensure proper booking process is followed for ALL bookings on and off campus. With no event going forward without Activities Approving the Risk Assessment.<br><br>On campus<br><br>- Ivvy Booking/uni room booking<br>- Risk assessment<br>- Contract<br><br>Off campus<br><br>- Risk assessment<br>- Any bookings/contracts with external providers. | 1 | 2 | 2 | • Event organisers to call University Security if necessary.<br>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311<br>• (Ext: 3311)<br>• 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.<br><br>Event led to brief volunteers to operate the card readers in pairs and briefed on how to | 3 | 1 | 3 | • Event organisers to call University Security if necessary.<br>• Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311<br>• (Ext: 3311) |

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| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**<br><br>**(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** | |
| | | | | | | handle situations surrounding these. | | | | • 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<br><br>(24hr cancellation window)<br><br>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites<br><br>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate<br><br>If Cancellation is required ensure all relevant parties are contacted. SUSU – subookings@soto.ac.uk Uni – roombookings@soton.ac.uk<br><br>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<br>• Food poisoning<br>• Choking | All | 3 | 5 | 15 | • Homemade items to be avoided by those with allergies<br>• precautions should be made by those with | 1 | 5 | 5 | SUSU food hygiene level 2 course available for completion- requests made to activities team |

| ***PART A*** | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **(1) Risk identification** | | | **(2) Risk assessment** | | | | **(3) Risk management** | | | |
| **Hazard** | **Potential Consequences** | **Who might be harmed**<br><br>**(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** | |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | appropriate food hygiene training (Level 2 +)<br>• Only order/buy food at establishments with appropriate food hygiene rating<br>• Food to only be provided/eaten when other activities are stopped<br>• 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<br>• All allergens to be displayed with products | | | | Call for first aid/emergency services a required • Report incidents via SUSU incident report procedure Follow SUSU incident report policy |

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| **Hazard** | **Potential** | | **Inherent** | | **Residual** | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| 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.<br>• Ensure all ingredients used when making items are withing there used by or best before dates.<br>• Ensure all frozen food is thoroughly defrosted before use.<br>• 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<br>• Call for first aid/emergency services a required<br>• Report incidents via SUSU incident report procedure Follow SUSU incident report policy |

| *PART A* | | |
|---|---|---|
| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |

| Hazard | Potential Consequences | Who might be harmed<br><br>(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 | |
| 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.<br><br>• Store all products in a clean sealable container away from raw foods.<br>• Transport cakes in a clean sealable container. | 1 | 3 | 3 | • SUSU food hygiene level 2 course available for completion- requests made to activities team<br>• Call for first aid/emergency services a required<br>• Report incidents via SUSU incident report procedure<br>Follow SUSU incident report policy |

| *PART A* | | | | |
|---|---|---|---|---|
| (1) Risk identification | | | (2) Risk assessment | |
| Hazard | Potential | | Inherent | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) |
|---|---|---|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| Food Allergies and Dietary requirements | Illness, Allergic reaction | Customers | 3 | 5 | 15 | • Where possible remove common allergens from ingredients. allergenhttps://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageass and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINKchart-1.docx (live.com) Lists all 14 of the core all<br>• Ensure each cake is labelled with its name and list of ingredients.<br>• Have a list available of all ingredients for any products sold at the stall.<br>• Always use recipes from reputable sources.<br>• Make sure to keep any packaging. |

| ***PART A*** | | |
|---|---|---|
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| Hazard | Potential Consequences | Who might be harmed<br><br>(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 | |
| Stock/Food Falling | Physical Injury, Illness, Food poisoning | All Participants | 3 | 2 | 6 | • Ensure all stock is stored correctly, not stacked to high and secured in place.<br>• 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<br>• Report incidents via SUSU incident report procedure.<br>• SUSU food hygiene level 2 course available for completion- requests made to activities team Follow SUSU incident report policy |

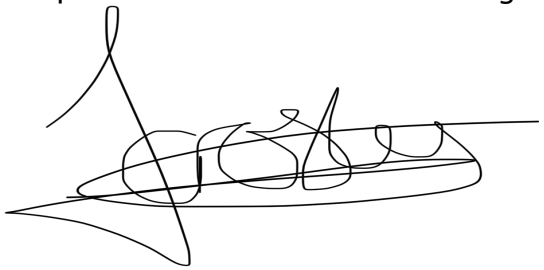
| *PART A* | | | | | | |
|---|---|---|---|---|---|---|
| (1) Risk identification | | | (2) Risk assessment | | (3) Risk management | |
| Hazard | Potential | | Inherent | | Residual | |

| | Consequences | Who might be harmed<br><br>(user; those nearby; those in the vicinity; members of the public) | Likelihood | Impact | Score | Control measures (use the risk hierarchy) | Likelihood | Impact | Score | Further controls (use the risk hierarchy) |
|---|---|---|---|---|---|---|---|---|---|---|
| Food Temperature | Food poisoning, illness, perished stock | All participants | 2 | 3 | 6 | • Do not leave any food out for longer than 4 hours.<br>• Ensure all products or produce are stored as describe on packaging.<br>• 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<br>• Call for first aid/emergency services a required<br>• Report incidents via SUSU incident report procedure<br>Follow SUSU incident report policy |
| Use of Knives for Cutting Food | Cuts and injuries | Volunteers, members and stall operators | 1 | 1 | 1 | • NO knives will be brought onto campus. All cakes will be precut | | | | • Call for first aid/emergency services a required<br>• Report incidents via SUSU incident report procedure.<br>Follow SUSU incident report policy |

***PART B – Action Plan***

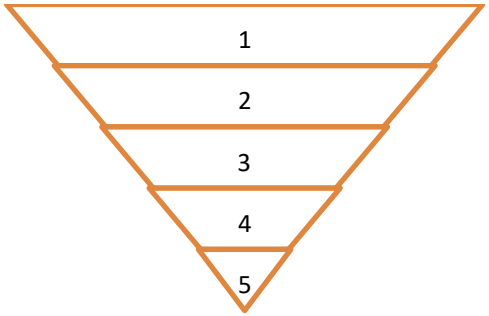
# Risk Assessment Action Plan

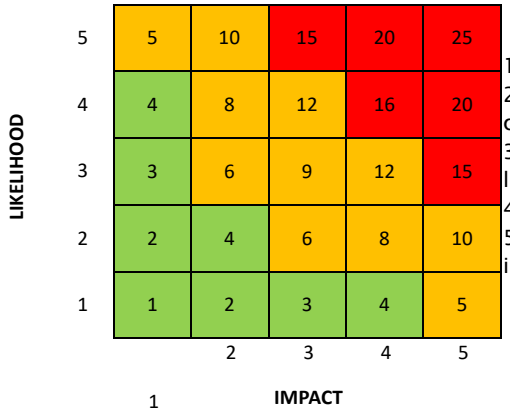
| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
|---|---|---|---|---|---|
| 1 | Committee to send copies of all food hygiene training certificates to suactivities@soton.ac.uk | | 25/10/26 | 1/11/26 | |
| 2 | Committee members to create and display lists of ingredients (with allergens written in bold) at the stall | Lauren Crosley | 15/11/26 | 15/11/26 | |
| 3 | Committee to read and share SUSU Code of Conduct | All of committee | 25/10/26 | 1/11/26 | |
| 4 | Complete SUSU RAG charity form | Lauren Crosley | 25/10/26 | 1/11/26 | |
| | | | | | |

| | | |
|---|---|---|
| Responsible committee member signature:<br> | | Responsible committee member signature:<br> |
| Print name: Anna Streatfeild-James | Date:<br>29/10/26 | Print name: Lauren Crosley<br><br>Date:29/10/26 |

## 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 selfadministered. |
| 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 |