

Risk Assessment				
Risk Assessment for the activity of	Southampton Video Games and Esports If this risk assessment is for general activity throughout the year <ul style="list-style-type: none"> - Which activities are covered, e.g <ul style="list-style-type: none"> o Meetings o Socials 		Date	Date of completing the RA (01/06/25)
	Group name	Southampton Video Games and Esports - SVGE	Assessor	Tommy Alcroft
Supervisor	Tommy Alcroft - President	Signed off	SUSU USE ONLY	
Description of event/activity	Additional information about regular activity, for example: <ul style="list-style-type: none"> - Regular meetups in person to play video games - Gaming equipment, promotional equipment, electrical equipment - Lecture Theatres, The Cube 			

PART A						
(1) Risk identification			(2) Risk assessment		(3) Risk management	
Hazard	Potential Consequences	Who might be harmed	Inherent		Residual	Further controls (use the risk hierarchy)

		(user; those nearby; those in the vicinity; members of the public)	L i n c o n t a i n g h o o d	L i n c o n t a i n g h o o d	Control measures (use the risk hierarchy)	L i n c o n t a i n g h o o d	L i n c o n t a i n g h o o d	S c o r e
General Considerations (including group meetings)								

Slips, trips and falls	Physical injury	Event organisers and attendees	2	3	6	<p>All boxes and equipment to be stored away from main meeting area, e.g. stored under tables</p> <p>Any cables to be organised as best as possible</p> <p>Cable ties/to be used if necessary</p> <p>Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers.</p> <p>Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area.</p> <p>Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs</p>	1	3	3	<p>If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.</p> <p>Call 999 in an emergency.</p> <p>Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed.</p> <p>Follow SUSU incident report policy.</p>
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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	<p>Those leading the session must ensure they are aware of and fully understand the venue or locations fire procedures.</p> <p>Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.</p> <p>Highlight to all the participants the nearest emergency exit routes at the start of a session, and the importance of leaving calmly in case of an emergency.</p> <p>Avoid build-up of debris in the activity area</p> <p>Consider accessibility requirements</p>	1	4	4	<p>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.</p> <p>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.</p>
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Manual handling, including setting up of equipment. E.g. table and chairs	Bruising or broken bones from tripping over table and chairs	Meeting organisers and attendees	2	3	6 <p>Make stall operators aware of the potential risks, follow manual handling guidelines</p> <p>Ensure that at least 2 people carry tables or other bulky items</p> <p>Setting up tables will be done by organisers</p> <p>Work in teams when handling other large and bulky items</p> <p>Request tools to support with move of heavy objects from SUSU Facilities/venue. E.g. hand truck, dolly, skates</p> <p>Make sure anyone with any pre-existing conditions isn't doing any unnecessary lifting and they are comfortable</p>	1	3	3 <p>Seek assistance if in need of extra help from facilities staff/venue staff if needed</p> <p>Seek medical attention from SUSU Reception if in need</p> <p>Contact emergency services if needed</p> <p>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</p>
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Overcrowding / Inadequate Meeting Space	Physical injury, distress, exclusion	Event organisers and attendees	2	3	6	<p>Do not push/shove</p> <p>If large crowds form, request barriers from SUSU facilities team or external venue to assist with crowd management</p> <p>Committee check on room pre-booking, checks on space, lighting, access, tech available</p> <p>Use ticketing system for regular sessions/meetings to avoid exceeding venue capacity</p> <p>Ensure space meets needs of members e.g. considering location & accessibility of space (us AccessAble database to check accessibility information)</p> <p>If an open activity, committee will consider all accessibility requirements and ensure that the area chosen is as accessible as possible.</p>	1	3	3	<p>Seek medical attention if problem arises</p> <p>Liaise with SUSU reception/activities team and UoS Room Booking team on available spaces for meetings</p> <p>Postpone meetings where space cannot be found</p> <p>Welfare Officer to complete WIDE training</p> <p>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</p>
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						Committee to consult members on needs and make reasonable adjustments where possible Provide remote meeting options for members where possible				
Electronics	Eye strain, electric shock, burns, injury due to trip hazards	Event organisers 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 Offer out SVGE's blue light eye strain glasses for those on screens that would like them

Reputational Risk: For the club or society, as well as to SUSU and the University	Incidents causing reputational damage to the group, 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 into disrepute.	The club, SUSU or the University's reputation	2	1	2	Ensuring all parts of this risk assessment are adhered to. Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. Members are reminded that they need to adhere to SUSU's Code of Conduct	1	1	1	Ensure that any incidents involving public or others are recorded and addressed. Report any incidents to the activities team
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Costumes/Fancy Dress	Props/costumes causing injury or offence	Participants Members of the public	2	1	2	<p>Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them.</p> <p>Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these.</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	1	1	1	<p>SUSU Expect Respect policy to be followed</p> <p>Committee WIDE training</p> <p>Ensure that any incidents involving public or others are recorded and addressed.</p> <p>Report any incidents to the activities team</p>
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Alcohol consumption	Peer pressure/coercion, alcohol poisoning, spiking, increased risk to personal safety	Event organisers, event attendees	2	4	8	<p>Members are responsible for their individual safety though and are expected to act sensibly</p> <p>Initiation behaviour not to be tolerated and drinking games to be discouraged</p> <p>For socials at bars/pubs etc bouncers will be present at most venues.</p> <p>Bar Security staff will need to be alerted and emergency services called as required.</p> <p>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</p>	1	3	3	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required 111/999</p> <p>Welfare Officer to complete WIDE training</p>
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					<p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p> <p>Committee to advise and remind members to always watch their own drinks</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>				
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Spiked Drinks/Alcohol Poisoning	Illness, loss of consciousness, loss of self-control	Event organisers, event attendees,	2	5	10	<p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event</p> <p>Bouncers/trained staff in Pubs should watch for excessive drinking and watch people who are believed to have consumed a lot of alcohol. Report any suspicious behaviour to staff</p> <p>Participants encouraged to stay with a nominated 'buddy' where possible</p> <p>The organisers have confirmed the premise is licensed. Action organizers (Part B).</p> <p>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</p> <p>Members/participants are advised to watch their own drinks</p>	2	3	6	<p>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)</p> <p>If they need to go to the hospital they will also be accompanied there.</p> <p>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.</p> <p>All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p>
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					<p><u>Games involving binge drinking or the consumption of excessive amounts of alcohol are not to be undertaken.- Society to follow Code of conduct/Expect Respect policy</u></p>				<p>Follow SUSU incident report policy</p>
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Travel by foot	Disturbance to neighbourhood , participants getting lost, increased risk to personal safety, vehicle collision causing serious injury	Event organisers, event attendees, Members of the public	4	3	1 2	<p>Members are responsible for their individual safety and are expected to act sensibly</p> <p>local venues known to UoS students chosen</p> <p>Event organisers will be available to direct people between venues</p> <p>Attendees will be encouraged to identify a 'buddy', this will make it easier for people to stay together</p> <p>They will be encouraged (but not expected) to look out for one another and check in throughout the night where possible.</p> <p>Avoid large groups of people totally blocking the pavement or spilling in to the road.</p>	2	3	6	<p>Where possible venues chosen for socials will be local/known to members and within a short distance from each other. Contact emergency services as required 111/999</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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					<p>Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis).</p> <p>Be considerate of other pedestrians & road users, keep disturbance & noise down.</p>				
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Travel by car, train, bus, plane when leaving the local area.	Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues.	Members, those driving, members of the public	2	5	10	<p>Group committee to check that drivers have the relevant licences and insurance for the mode of travel. This includes if they have completed a SUSU minibuss test.</p> <p>Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance). Can cause reputational issues, especially if driving SUSU branded vehicles. Importance of this to be reminded.</p>	1	5	5	<p>Contact emergency services as required 111/999</p> <p>Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.</p> <p>Follow SUSU incident report policy</p>
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Members getting lost or separated. Members leaving an event/activity alone or without notifying others.	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	<p>If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.</p> <p>Committee to supervise meetings/socials and attend each venue. Ideally, they will not drink to excess during the event</p> <p>Venues chosen local and within a short distance from each other. Will look to select venues known to UoS students and within student areas.</p>	2	2	4	<p>Follow SUSU incident report policy</p> <p>Call emergency services as required</p>
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Medical emergency	Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress	Members	1	5	5	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	1	4	4	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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Anti-social, violent, or offensive behaviour	Disturbance to the neighbourhood, reputational damage, injury and distress as a result of violence	Event organisers, event attendees,	2	5	10	<p>Bouncers/security will be present at most licensed venues.</p> <p>Bar/venue Security staff will need to be alerted and emergency services called as required</p> <p>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</p> <p>Committee to select 'student friendly' bars/clubs and contact them in advance to inform them of the event</p> <p>Society to follow and share with members Code of conduct/SUSU Expect Respect policy</p>	1	3	5	<p>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.</p> <p>Follow SUSU incident report policy</p> <p>Call emergency services as required</p>
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Adverse weather	Hypo- or hyperthermia, illness, injury, slipping, burns	Event organisers, event attendees,	3	4	1 2	<p>Lead organiser to check the weather are suitable for activities on the day</p> <p>Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites</p> <p>In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, and to hydrate</p>	2	2	4	<p>If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date</p> <p>Contact emergency services if needed</p> <p>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</p>
Fundraising Events & Cash Handling - For own society or Charity										
Fundraising for own society	Financial loss, reputational damage	Members, Participants	2	3	6	<p>No cash transactions</p> <p>Card Machines cannot be borrowed for non-charity fundraising. All fundraising to be completed via QR code to a GoFundMe or similar platform</p> <p>Clearly state purpose of fundraising activity on fundraising platform used</p>	1	3	3	Report incident to SUSU

Fundraising for charity	Financial Loss, reputational damage	Members, Participants, Charity	2	3	6	<p>Southampton RAG procedures will be followed:</p> <p>Charity Event form completed for each fundraising event, and RAG approval will be given</p> <p>For bake sales: all food hygiene certificates and individual event risk assessment to be approved by activities team</p> <p>Request card machines from SUSU RAG if needed</p> <p>Agree time for payment to the charity with SUSU Activities team</p> <p>Clearly state purpose of fundraising activity in event promotion and signage</p>	1	3	3	<p>No Cash to Be Accepted at all.</p> <p>No card machines to be left unattended.</p> <p>No Volunteers to be left alone with the card machine</p> <p>In the event of theft committee members will: Highlight the incident to any community police officers in the area/report to 111</p> <p>Report to SUSU Duty manager and Complete a SUSU incident report</p>
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Events involving Food	Allergies	All	3	5	1	An additional event risk assessment needs to be carried out for gatherings involving members making and/or serving food.	1	5	5	SUSU food hygiene level 2 course available for completion- requests made to activities team
	Food poisoning				5					Call for first aid/emergency services a required
	Choking					An additional event risk assessment needs to be carried out for events with hired catering services.				Report incidents via SUSU incident report procedure
						Only order/buy food at establishments with appropriate food hygiene (EHO) 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 regularly using warm water and soap, refrigerate necessary products				

Demonstration / Strike / Awareness Raising / Debating Activity

<p>Overcrowding due to nature of demonstration event</p>	<p>Physical injury</p>	<p>Event organisers and attendees</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Do not push/shove</p> <p>If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management.</p> <p>Book during quieter times when less activities taking place on Redbrick/book all available space</p> <p>Inform other bookings on the Redbrick/in the area of the event</p> <p>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</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Seek medical attention if problem arises</p> <p>Security team may inform police of the event if required (e.g. marches)</p> <p>Report incidents via SUSU incident report procedure</p>
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Anti-social, Violent or offensive behaviour due to nature of demonstratio n event	Distress, Physical Injury	Event organisers, event attendees	2	5	1 0	No alcohol served/consumed as part of demonstration/protest events Society to follow and share with members Code of conduct/SUSU Expect Respect policy	1	3	3	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
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Disturbance to public, students and staff	Conflict, noise pollution, crowds	Event organisers and attendees, general public	2	2	4	<p>Events planned on University grounds (primarily Redbrick) avoiding residential areas</p> <p>UoS Security Teams informed of the event</p> <p>Everybody will be encouraged to stay together as a group</p> <p>Shouting, chants, whistles etc. will be kept to a minimum around busy university buildings and residential areas</p> <p>If applicable book space during quieter times when less activities taking place in local lecture theatres (lunch, Wednesday afternoons)</p>	1	2	2	<p>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</p> <p>Inform UoS/SUSU teams of the event- Comms teams can brief others via SUSSED or social media posts</p>
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Counter protest, discrimination against the demonstration/Campaign	Distress due to threatening/ aggressive behaviour, injury due to assault/violence	Event organisers and attendees	2	4	8	<p>Event planned for Highfield campus- a route well signposted and known for students</p> <p>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</p> <p>Prior information about event and what to expect given out so participants know what to expect via Facebook/social media posts</p> <p>Participants made aware they could join and leave the event at any time.</p> <p>Ensure that people are aware that this is an open space for discussion to discourage protest.</p>	1	4	4	<p>Event organisers to call University Security if necessary.</p> <p>Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 (Ext: 3311)</p> <p>Building 32, University Road Highfield Campus.</p> <p>Any incidents will be reported via UoS reporting tools Contact emergency services if needed</p> <p>Organisers will, following the event, share relevant information on support/signpost via social media channels etc.</p>
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<p>Talks/debates</p> <p>- subjects that could be sensitive or personal to some members</p>	<p>The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed.</p>	<p>Members</p>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Prior information about event and what to expect given out so participants know what to expect.</p> <p>If inviting external speakers, follow UoS Code of Practice to Secure Freedom of Speech within the Law. Do not confirm speaker's attendance before final confirmation from UoS Legal Services & SUSU Activities team is given. More info on the process for inviting external speakers can be found here.</p> <p>Members made aware they could leave the event at any time.</p> <p>Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members)</p> <p>SUSU reporting tool available</p>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Organisers will, following the event, share relevant information on support/signpost-Facebook/email/newsletter</p> <p>Committee Wide Training</p> <p>Seek guidance from activities/SUSU advice centre/UoS enabling team as required</p> <p>committee WIDE training</p>
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Additional Hazards in relation to Dance/Fitness classes or rehearsals (If applicable) Examples for this here	Not Applicable	Not Applicable				Not Applicable				Not Applicable
Additional Hazards in relation to Sport (if applicable) Examples for this here	Not Applicable	Not Applicable				Not Applicable				Not Applicable



Additional Hazards in relation to Cinema Screenings (If applicable) Guidance for this here	Not Applicable	Not Applicable				Not Applicable				Not Applicable
(Additional hazards if applicable)	Not Applicable	Not Applicable				Not Applicable				Not Applicable

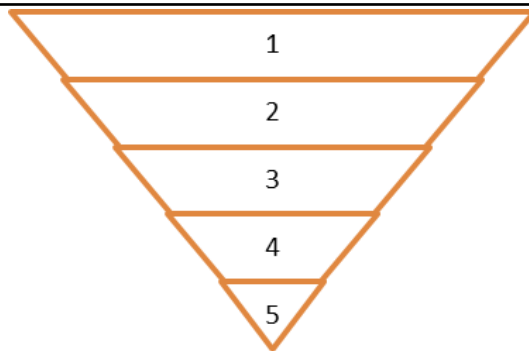
PART B - Action Plan

Risk Assessment Action Plan

Part no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
1	Individual risk assessments for individual events with higher risk levels	Relevant committee members –	1 month, minimum, before date of event		

	and anything not covered by generic assessment. This includes: <ul style="list-style-type: none"> • Trips and Tours • Fundraising events e.g. Bake Sales • External Speaker Events • Events involving home-cooked/prepared food or external catering • Other large or medium- to high risk events e.g. balls, club nights, pub crawls, sporting activities... 	president to ensure complete.			
2	Committee to read and share SUSU Expect Respect Policy	Relevant committee members – president to ensure complete.	Immediate - 02/06/25		
3	Refresh First Aid Equipment	Daniel Hobbs	Immediate - 02/06/25		
4	Electrical Tests on all electrical equipment	Daniel Hobbs	Immediate - 02/06/25		

Responsible committee member signature:		Responsible committee member signature: =	
			
At least 2 committee members need to sign Part B		At least 2 committee members need to sign Part B	
Print name:	Date:	Print name:	Date:
Tommy Alcroft - President	01/06/25	Edward Palmer - Vice President	01/06/25

• 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 D	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