| **Risk Assessment** |
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| **Risk Assessment for the activity of** | **Christian Union - Helping Students Move Into Halls** | **Date** | **23/07/24** |
| **Unit/Faculty/Directorate** | **SUSU Christian Union** | **Assessor** | **Joseph Deans** |
| **Line Manager/Supervisor** |  | **Signed off** | ***Lucy Rurlander***  |

| ***PART A***  |
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| **(1) Risk identification** | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Who might be harmed****(user; those nearby; those in the vicinity; members of the public)** | **Inherent** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Tripping or slipping | Minor injuries, grazes, cuts and bruises | CU member | **4** | **2** | **8** | **Care will be taken whilst moving, and all CU members must complete manual handling training** | **2** | **2** | **4** |  |
| Incorrectly carrying or handling heavy objects | Minor back injuries, sprains and strains | CU member | **4** | **3** | **12** | **Hazard can’t be removed due to the nature of the activity. All CU members must complete manual handling training** | **2** | **3** | **6** | CU members will be advised to take regular breaks, so they are not working for prolonged times. |
| Moving Cars | Being hit by a car, could lead to serious injuries and need or urgent medical support | CU member  | **2** | **5** | **10** | **Hazard can’t be removed due to the nature of the Halls move in. CU members will only cross roads at designated crossing points and will walk on footpaths not roads.** | **1** | **5** | **5** | CU members will wear society branded blue jumpers, so they will be visible to road users.  |
| Using trolleys to transport bags and boxes | Hitting a member of the public or another CU member. Which would cause minor injuries, bruises and grazes. | Member of the publicCU member  | **3** | **2** | **6** | **Hazard can’t be removed as trolleys are necessary for moving heavy items. CU members will move at a walking pace when using trolleys and pay attention to where they are going.** | **2** | **2** | **4** |  |
| Walking up and down stairs | Tripping on stairs causing moderate or major injuries. | CU member  | **3** | **4** | **12** | **Use lifts where available to avoid hazard. Don’t carry too many bags or boxes up the stairs at once.** | **2** | **3** | **6** | CU members will undergo manual handling training and seek assistance carrying items up the stairs where appropriate.  |
| Dehydration  | Dehydration can cause weakness and confusion. | CU member  | **2** | **3** | **6** | **CU members will be instructed to take regular breaks by the assigned leader to rest and have water.** | **1** | **3** | **3** |  |
| Heat exhaustion or heat stroke | Dizziness, dehydration, muscle cramps, unconsciousness  | CU member  | **2** | **5** | **10** | **CU members will all have access to water and shade at a designated area at each Hall.** | **1** | **5** | **5** | Ensure the leader is aware of dangers of dehydration and heat related injuries. Only CU members who aren’t at increased risk of heat stroke will be able to attend. |
| Disturbance to the public  | Conflict, noise and crowds | CU members, those in vicinity and general public | **2** | **2** | **4** | **CU members will be instructed to be respectful and only help people who want help.**  | **1** | **2** | **2** |  |
| Medical emergencies | CU members may become unwell or sustain injury.Pre-existing medical conditions | CU members  | **3** | **5** | **15** | **Call emergency services as required (111/999)****Advise participants to bring personal medication****Members carry out first aid only if qualified and necessary Contact SUSU /Halls Reception for first aid support** | **2** | **4** | **8** | Incidents are to be reported on as soon as possible ensuring the duty manager/health and safety officer has been informed. Follow SUSU incident report policy. |

| ***PART B – Action Plan*** |
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| **Risk Assessment Action Plan** |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | **Review date** | **Outcome at review date** |
|  | Manual handling training. | All CU members participating | 20/09/24 | 01/10/24 |  |
|  | Assign leaders from CU to be present at Halls, oversee CU members and ensure they take necessary breaks. | Lucy Rurlander  | 13/09/24 | 20/09/24 |  |
|  | Decide on designated areas CU members can use as base at each Hall. | Lucy Rurlander | 13/09/24 | 20/09/24 |  |
|  | Check whether CU members volunteering are at increased risk of heat stroke. | Lucy Rurlander  | 13/09/24 | 20/09/24 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: Joseph Deans | Responsible manager’s signature: Lucy Rurlander |
| Print name: JOSEPH DEANS | Date: 23/07/24 | Print name: LUCY RURLANDER | Date 12/08/24 |

**Assessment Guidance**

| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| --- | --- | --- | --- |
| 1. Substitute
 | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls
 | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls
 | Examples: training, supervision, signage |  |
| 1. Personal protection
 | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** |

| Impact | Health & Safety |
| --- | --- |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.  |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support.  |
| 4 | Major  | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.  |



| 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 |