|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christian Union – Taskmaster, opportunity for people to join in teams with challenges held at St Mary’s Church, St Mary’s Church Close, Southampton , SO18 2ST on Thursday 26th September 2024 at 19:00-22:00pm.**  | **Date** | 26/09/2024  |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | Madeleine Smith  |
| **Line Manager/Supervisor** | SUSU activities team  | **Signed off** | Chris Mitchell  |

|  |
| --- |
| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Spillages of drinks  | Slips causing injuries  |  | **3** | **2** | **6** | * Committee will ensure to bring cleaning supplies to wipe up spillages.
* Committee members will ensure the spillage is immediately cleaned up.
* Committee will bring a first aid kit to the event
* Committee members will ensure there is a phone available for emergency calls.
 | **2** | **2** | **2** |  |
| Slips, Trips and Falls  | Soft tissue injuries  | All participants  | **3** | **2** | **6** | * Committee members will ensure any fall hazards have been removed before the start of the event.
* Committee will bring a first aid kit to the event
* Committee members will ensure there is a phone available for emergency calls.
 | **1** | **2** | **2** |  |
| Food allergies | Allergic Reaction  | All participants | **2** | **4** | **8** | * Committee members will ensure Natasha’s Law is followed.
* Food will be labelled and a full ingredients list will be provided.
* Provide disclaimers for food allergies.
* Committee members will ensure there is a phone available for emergency calls.
 | **1** | **4** | **4** |  |
| Inappropriate behaviour | Bullying and harassment of participants | All participants | **2** | **3** | **6** | **SUSU believes everyone should be able to enjoy their time at university and all the experiences that go along with that. SUSU has a zero-tolerance approach regarding discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity*** Participants to be reminded to be respectful of others
* Activity host to have read SUSU’s Expect Respect Policy

<https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf>  | **1** | **3** | **3** | * Committee members to ask participants to leave if they are behaving inappropriately
* Committee members to report inappropriate behaviour to SUSU’s Activities team (activities@susu.org)
 |

|  |
| --- |
| ***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. | Buy hand sanitiser to ensure it is available at the event. | SUCU committee | 01/12/23 | 01/12/24 |  |
| 2. | If someone is behaving inappropriately, then committee will speak to them and ask them to leave the group and report them to SUSU Activities team.  | SUCU committee | 01/12/23 | 01/12/24 |  |
| 3. | Acquire cleaning solutions to sanitise equipment before, during, and after use.  | SUCU committee | 01/12/23 | 01/12/24 |  |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee | 01/12/23 | 01/12/24 |  |
| 5. | Ensure all food is labelled and has an ingredient list. | SUCU committee | 01/12/23 | 01/12/24 |  |
| 6. | To follow all the control measure under the COVID-19 risk assessment under SUCU page on the ‘groups hub’ and carry out all actions in order to minimise all COVID-19 associated risks.  | SUCU committee | 01/12/23 | 01/12/24 |  |
| 7. | Follow all current guidance from the Christian Union national body UCCF. <https://www.uccf.org.uk/>  | SUCU committee | 01/12/23 | 01/12/24 |  |
| Responsible manager’s signature: Madeleine Smith  | Responsible manager’s signature: Nassia Vogelzang  |
| Print name: MADELEINE SMITH  | Date: 20/08/2024 | Print name: NASSIA VOGELZANG  | Date: 20/08/2024 |

**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 |