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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union - Church Search held at St Alban’s Church, Tulip Road, Southampton, SO16 3BB from 4:30-7:15pm. An opportunity for students to speak to Church leaders to find out about their ministries and have a meal as a community.** | | **Date** | 27/09/2024 |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | Madeleine Smith | |
| **Line Manager/Supervisor** | SUSU activities team | **Signed off** | ***Chris Mitchell*** | |

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| ***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** |
| Covid-19 | Transmission of Covid-19 | All participants | **1** | **2** | **2** | * Practise good hand hygiene * Follow university guidelines regarding covid-19. * Encourage use of sanitizer * Wipe down surfaces before and after use. | **1** | **1** | **1** | Committee members to supervise the event to encourage participants to act responsibly regarding university covid-19 policy. |
| 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) |
| Covid-19 | Transmission of covid-19 when preparing the food | All participants | **1** | **3** | **3** | * Individuals responsible for cooking the food will ensure they regularly wash and sanitise their hand * Supervised by a member of the society with a food and hygiene certificate | **1** | **2** | **2** |  |

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| ***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. | Make sure hand sanitizer is provided | 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 |  | |
| 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: | Print name: NASSIA VOGELZANG | | Date: |

**Assessment Guidance**

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| 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 |

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| **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** | | | | |

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| 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 |