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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christian Union – Café and Conversations will be held on Wednesday 25th and Thursday 26th September 2024 from 2:30-4:30 in Building 100/5013. It will be an opportunity to come for free cakes and hot drinks and an opportunity to explore questions about faith over a Bible study and Prayer. Everyone has the opportunity to get involved as much or as little as they want and do not need to stay for the whole time.**  | **Date** | 25/09/2024 – 26/09/2024 |
| **Group Name**  | SUSU Christian Union  | **Assessor** | Madeleine Smith  |
| **Line Manager/Supervisor** | SUCU Committee | **Signed off** | ***Christopher 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** |
| Slips, Trips and Falls  | Soft tissue injuries  | All participants  | **3** | **2** | **6** | * Committee members will ensure any trip hazards are removed and stored safely.
* 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** |  |
| Setting up of tables and chairs  | Musculoskeletal injury or bruising  | All participants | **2** | **3** | **6** | * Committee members will ensure there is a first aid kit available
* Committee members will ensure there is a phone available for emergency calls.
* Ensure that at least 2 people carry tables
* Setting up of tables and chairs will be done by organizers, committee and those offering to help with event.
* Work in teams when handling other large and bulky items.
* Make sure anyone with pre-existing conditions isn’t lifting and they are comfortable.
 | **1** | **3** | **3** |  |
| 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)
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| Spillages of Drinks  | Slips causing injuries  | All participants  | **2** | **3** | **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** |  |
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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. | 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: 21/08/2024 | Print name: NASSIA VOGELZANG  | Date: 21/08/2024 |

**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 | 12345 |
| 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.  |

Risk process

Identify the impact and likelihood using the tables above.

Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.

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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 |