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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union – Unite, Building 67 Room 1037 at 7:30pm**  **Our weekly main meetings where we gather for worship, a talk and prayer. To encourage and equip us for our mission.** | | **Date** | **20/09/24** |
| **Unit/Faculty/Directorate** | **SUSU Christian Union** | **Assessor** | **Christian Union Committee** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

| ***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** |
| Slips, trips and falls | Soft tissue injuries | All participants | **3** | **2** | **6** | **Committee members are to ensure trip hazards are removed before the start of events.**  **Committee members to ensure there is a phone available for emergency calls.**  **Ensure there is a first aid kit available at meetings.** | **2** | **1** | **2** |  |
| Setting up equipment | Musculoskeletal injury or bruising | All participants | **3** | **3** | **9** | **- Ensure those setting up the room for our meetings have read the SUSU manual handling guidance.**  **- Ensure that heavy items are carried by 2 people.** | **1** | **2** | **2** |  |
| Giving out sweets/ chocolates | Allergic reactions | All participants | **2** | **5** | **10** | **- Committee members will ensure Natasha’s law is followed.**  **- Ingredients and allergies list will be available for participants to check.**  **- Committee members will ensure there is a phone available for emergency calls.** | **1** | **5** | **5** | - Report incidents via SUSU incident report procedure.  - Call emergency services as needed.  - Avoid foods with common allergens in if possible. |
| Inappropriate behaviour | Bullying and harassment of participants, participants feeling excluded. | All participants | **3** | **3** | **9** | **- Ensure we adhere to SUSU’s zero-tolerance approach to discrimination, prejudice, hate crime, racism, sexual misconduct, and any victimisation through any activity.**  **- Participants to be reminded to be respectful to each other.**  **- Ensure that meeting hosts have read SUSU’s expect respect policy.** | **1** | **3** | **3** | - Committee members will ask participants to leave if there behave inappropriately.  - Committee members will report inappropriate behaviour to SUSU’s Activities team. |
| Covid-19 | Transmission of Covid-19 | All participants | **2** | **2** | **4** | **- Participants to follow government advice.** | **1** | **2** | **2** |  |
| Loud music | Could cause noise induced hearing loss or ear damage | All participants | **1** | **4** | **4** | **- Ensure music and sounds from speakers are inside the recommended limits of 80dB according to HSE noise regulations.** | **1** | **1** | **1** |  |
| Inadequate meeting space, overcrowding | Physical injury, distress and exclusion | All participants | **1** | **3** | **3** | **- Committee will ensure the space booked meets the needs of members.** | **1** | **3** | **3** | - Committee to review whether space is suitable after first few meetings |
| Post meeting socials, eg: Pub/ Scoops | Participants may become at risk due alcohol consumption.  Members of the public may act violently towards participants. | All participants, members of the public | **3** | **3** | **9** | **- Members are responsible for their individual safety though and are expected to act sensibly.**  **- Initiation behaviour not to be tolerated and drinking games to be discouraged.**  **- For socials at bars/pubs etc bouncers will be present at most venues.**  **- Bar Security staff will need to be alerted and emergency services called as required.**  **- 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.**  **- Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event.**  **- Society to follow and share with members Code of conduct/SUSU Expect Respect Policy** [SUSU-Expect-Respect-Policy.pdf](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf)**.** | **1** | **3** | **3** | - Call emergency services if necessary |
| Laptop and music equipment | Risk of eye strain and electrical shock | All participants | **2** | **3** | **6** | **- Ensure no liquids are placed near electrical equipment.** | **1** | **3** | **3** | - Seek medical attention as required and request support from SUSU if needed |

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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. | Ensuring all food is labelled and has an ingredient list | SUCU committee | 27/9/24 | | 27/9/25 |  | |
| 2. | Ensure set up team is aware of manual handling guidance | SUCU committee | 27/9/24 | | 27/9/25 |  | |
| 3. | Follow all current guidance from the Christian Union national body UCCF.  [UCCF: The Christian Unions](https://www.uccf.org.uk/) | SUCU committee | 27/9/24 | | 27/9/25 |  | |
| 4. | Reviewing the size of the room booked to ensure it is adequate. | SUCU committee | 1/10/24 | | 1/11/24 |  | |
| 5. | Committee to read SUSU Expect Respect policy [SUSU-Expect-Respect-Policy.pdf](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | SUCU committee | 27/9/24 | | 1/10/24 |  | |
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| Responsible manager’s signature: Joseph Deans (Vice-President) | | | | | Responsible manager’s signature: Christopher Mitchell | | |
| Print name: JOSEPH DEANS | | | | Date: 20/09/24 | Print name: CHRISTOPHER MITCHELL | | Date: 20/09/24 |

**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. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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 |