|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christian Union – Craft and Café.** This event will take place on 17/10/2024 at the Faith and Reflection Centre from 19:30 – 21:30. Attendees will sit at tables, participate in colouring craft activities, hear a short talk, and enjoy a cooked meal.The meal will be bought from Costco and prepared in a local kitchen, following the food provision guidelines set out by the university. The food will be prepared under the supervision of team members holding valid Level 2 Food Safety Certificates and Allergen Training Certifications, as required by university policy. | **Date** | 02/10/2024 |
| **Group name**  | SUSU Christian Union  | **Assessor** | Christian Union Committee  |
| **Line Manager/Supervisor** | SUSU activities team  | **Signed off** | ***Christopher 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** |
|  |  |  |  |  |  |  |  |  |  |  |
| 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** |  |
| 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.
 | **1** | **3** | **3** |  |
| 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** |  |
| 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)
 |
| Insufficient Fire Safety awareness | If a fire alarm is triggered, people may not know where to go- Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **10** | **5** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed.
* Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas.
 | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Call emergency services and University Security (on campus) or venue staff (external venue)
* Emergency contact number for Campus

Security: * Tel: +44 (0)23 8059 3311
* (Ext:3311)
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
 |
|  | Transmission of covid-19  | All participants | **3** | **2** | **6** | * Participants will be required to use the hand sanitiser.
 | **2** | **2** | **4** |  |

|  |
| --- |
| ***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 | 17/10/24 | 17/10/25 |  |
| 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 | 17/10/24 | 17/10/25 |  |
| 3. | Acquire cleaning solutions to sanitise equipment before, during, and after use.  | SUCU committee | 17/10/24 | 17/10/25 |  |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee | 17/10/24 | 17/10/25 |  |
| 5. | Ensure all food is labelled and has an ingredient list. | SUCU committee | 17/10/24 | 17/10/25 |  |
| 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 | 17/10/24 | 17/10/25 |  |
| 7. | Follow all current guidance from the Christian Union national body UCCF. https://www.uccf.org.uk/  | SUCU committee | 17/10/24 | 17/10/25 |  |
| Responsible manager’s signature: BNColeman (Personal Evangelism Coordinator) | Responsible manager’s signature: Christopher Mitchell (Secretary)  |
| Print name: BEN COLEMAN  | Date: 02/10/2024 | Print name: CHRISTOPHER MITCHELL | Date: 02/10/2024 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate
 | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why | 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.  |

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.

|  |
| --- |
| 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 |