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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christian Union – Christmas Events**We are planning on running two evangelistic events one on the 29th November in the Bridge and one on the 7th December in Highfield Church. Both events will consist of offering alcoholic and non-alcoholic drinks, seasonal snacks, some carols/music and a short talk summarising the Christmas story and what Christians believe from an external speaker. There will also be a short time for discussion on tables. | **Date** | 18.10.2024 |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | Joseph Deans |
| **Line Manager/Supervisor** | SUSU activities team  | **Signed off** |  |

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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 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.
* A society member will be present who is first aid trained
 | **1** | **2** | **2** | * Committee to contact first aider/ emergency services if injuries are sustained.
 |
| Inadequate meeting space- overcrowding | Distress, physical injury | All participants | **2** | **2** | **4** | * Committee to Ensure space meets needs of members e.g. emailing venues beforehand to understand capacity and accessibility of space
 | **1** | **2** | **2** | * Seek medical attention if problem arises by calling emergency services
* Postpone meetings and ask participants to exit calmly if overcrowding occurs.
* Look at remote meeting options for members.
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| Lifting heavy objects while setting up  | Physical injury | Particpants involved in set up | **2** | **2** | **4** | * Committee training on manual handling and committee members with certificates to oversee set up and offer advice in line with training.
* Ensuring participants are always in pairs or three to carry objects.
 | **1** | **2** | **2** | * Seek medical attention if problem arises
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| Food allergies | Allergic Reaction  | All participants | **2** | **4** | **8** | * Committee members will ensure all food bought will follow Natasha’s La.
* 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** | Call for first aid/emergency services a required Report incidents via SUSU incident report procedure |
| Medical emergency | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | All participants | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
 | **2** | **5** | **10** | * Contact emergency services as required 111/999

Contact SUSU Reception/Venue staff for first aid support* Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.

Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| 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
* Presidents to brief speakers that they will be speaking to participants from many different backgrounds and to be respectful.
* 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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| 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 | **3** | **5** | **15** | * 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.
* Although this is carols by candlelight, most candles used will be small electric candles. Real tea light candles will be kept to a minimum and never left unattended.
 | **2** | **4** | **8** | * water will be available to put out candles if needed.
* Committee will know where nearest fire hydrants are etc.
* Emergency services contacted if needed.
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| alcohol consumption | Participants may become at risk as a result of alcohol consumption | Event organisers, event attendees,  | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly
* Only one drink per attendee
* 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
 | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required 111/999
* Committee WIDE training
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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. | Ensure people on set up are supervised by manual handling leads | SUCU committee | 07/12/2024 | 22/12/2024 |  |
| 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 | 07/12/2024 | 22/12/2024 |  |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee | 07/12/2024 | 22/12/2024 |  |
| 5. | Ensure all food is labelled and has an ingredient list. Ensure there is nut free, vegan and gluten free food | SUCU committee | 07/12/2024 | 22/12/2024 |  |
| 6 | Ensure alcohol free options  | SUCU committee | 07/12/2024 | 22/12/2024 |  |
| Responsible manager’s signature: Joseph Deans (Vice-President) | Responsible manager’s signature: Nassia Vogelzang (President) |
| Print name: JOSEPH DEANS | Date: 18.10.2024 | Print name: NASSIA VOGELZANG | Date: 21/10/24 |
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**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 |