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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union – Alpha Outreach Stall on Redbrick from 5-7pm each Monday starting 4th Nov ending 9th Dec. Handing out baked goods with ingredient list provided, offering conversations about faith and inviting people to Alpha (Christian Course).** | | **Date** | 4th November and each Monday ending 9th December |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | Madeleine Smith | |
| **Line Manager/Supervisor** | SUSU activities team | **Signed off** | ***Nassia Vogelzang*** | |

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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 | **2** | **2** | **4** | * Practice good hand hygiene * Follow university guidelines regarding covid-19. * Food and drinks will be shop bought or made by those with food hygiene certificates. | **1** | **2** | **2** | All members will abide by current UK government and university covid guidelines. |
| Setting up of Equipment. E.g. Table and chairs | Bruising or broken bones from tripping over table. | Meeting organisers and attendees | **2** | **3** | **6** | * Make stall operators aware of the potential risks, follow manual handling guidelines * Ensure that at least 2 people carry tables. * Setting up tables will be done by organisers. * Work in teams when handling other large and bulky items. * Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | **1** | **3** | **3** | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception if in need * Contact emergency services if needed * All 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) |
| Slips, Trips and Falls | Soft tissue injuries | All participants | **3** | **2** | **6** | * Leaders will ensure any fall hazards have been removed before the start of the event like bags stalled away from area where people are walking. * First aid kit always on site. * 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. * Baked goods 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** | * Emergency services to be called in a serious incident. |
| Inappropriate behaviour | Bullying and harassment of participants, public fights or scuffs, abuse to participants. | All participants | **3** | **4** | **12** | * **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 | **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](mailto:activities@susu.org)) * Should violence occur that is unresolvable, team are encouraged to phone 999 in the first instance. * Team will contact the team leader in the first instance. Incidents will be recorded and escalated as appropriate. |
| Adverse Weather | * Injury * Illness * Slipping * Burns | All who attend | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day * SUSU/UoS Facilities team checks of buildings and spaces prior to the event * Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites * In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| Overcrowding | * Physical injury | Event organisers and attendees | **1** | **3** | **3** | * Do not push/shove * If large crowds form, barriers can be requested by SUSU facilities team (if available on the day) to assist with crowd management. * Book during quieter times when less activities taking place on Redbrick/book all available space * Inform other bookings on the Redbrick/in the area of the event | **1** | **3** | **3** | * Seek medical attention if problem arises * With support from a SUSU Activities coordinator Inform UoS security team of the event (– on campus 3311, off campus 02380 593311. [unisecurity@soton.ac.uk](mailto:unisecurity@soton.ac.uk)) and liaise with them on need for security teams on the day * Security team may inform police of the event if required (e.g. marches) |

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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. | Updated report log and members brief for future outreach. | SUCU committee |  |  |  | |
| 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 |  |  |  | |
| 3. | Correct procedure and phone lists on site. | SUCU committee |  |  |  | |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee |  |  |  | |
| 5. | Ensure all food is labelled and has an ingredient list. | SUCU committee |  |  |  | |
| 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 |  |  |  | |
| 7. | Follow all current guidance from the Christian Union national body UCCF.  <https://www.uccf.org.uk/> | SUCU committee |  |  |  | |
| Responsible manager’s signature: Madeleine Smith (Outreach Coordinator) | | | | Responsible manager’s signature:  Nassia Vogelzang (President) | | |
| Print name: MADELEINE SMITH | | | Date: 30/10/2024 | Print name: NASSIA VOGELZANG | | Date: 30/10/2024 |

**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 | 1  2  3  4  5 |
| 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 |