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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union - Club Outreach, from 11pm-3am on alternate Friday’s we set up tables offering hospitality and a listening ear with hot drinks, biscuits and conversations to those coming back from the clubs to explore more about faith or just receive a free drink and biscuit. We also have a directory service to point people to in case of any concerns or incidents.** | | **Date** | 15th November and every fortnightly Friday after that. |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | Madeleine Smith | |
| **Line Manager/Supervisor** | SUSU activities team | **Signed off** | ***Joseph Deans*** | |

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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 * Open packets of biscuits will be taken home to be consumed by those holding the packet, not left out for a following week. | **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 and chairs. | 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, particularly leads for the use of urns. * First aid kit always on site. * We will ensure two people carry urns and prevent those from existing injuries from handling heavier items. * 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. * Biscuits will be labelled, and a full ingredients list will be provided. * Provide disclaimers for food allergies. * We will have alternative sources for catering different food requirements such as vegan milk. * 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 * The team will not get involved with any violence and will seek to peacefully resolve the situation without physically stepping in. * Any incidents filed in the report book by the on-duty Team Leader and immediately given confidentially to the President and Vice-president to report to SUSU. * Team will always be in groups of two or more and in mixed-gender pairs where possible. | **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. |
| Hot water / hot drinks | Scolds / burns | All participants | **3** | **3** | **9** | * Only members of CU to use urn. * First aid kit on hand * Ensuring suitable set up and set-down of equipment. | **2** | **2** | **4** | * Emergency services to be called in a serious incident. |
| Intoxicated members of the public entering and causing damage to the premises | Vandalism to Church / Non-CU owned equipment | Operator | **2** | **3** | **6** | * Only team members will be allowed into the main areas of the church and the prayer room. * Only a few members of the public will be brought back into the entrance foyer or toilets when absolutely necessary. | **1** | **3** | **3** | * The premises will be checked thoroughly at the end of the evening. * The team will endeavour to clean and repair any minor damage caused. * All such incidents will be recorded and reported to the premise owner. |
| Monetary Exploitation of Team | Members of the public exploiting the team for money, eg for taxis/food | All participants |  |  |  | * The team will be instructed to never give money to the public or cover their costs. They will also not give away the 'team' jumpers. * We will direct them to other services using our service directory and not take responsibility for what happens beyond that conversation. |  |  |  |  |

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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 | After each night of club outreach | before next club outreach |  | |
| 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 | after each night of club outreach | 15/11/24 |  | |
| 3. | Correct procedure and phone lists on site. | SUCU committee | 15/11/24 | 15/11/24 |  | |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee | 15/11/24 | 15/11/24 |  | |
| 5. | Ensure all food is labelled and has an ingredient list. | SUCU committee | 15/11/24 | 15/11/24 |  | |
| 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 | ongoing | 15/11/24 |  | |
| 7. | Follow all current guidance from the Christian Union national body UCCF.  <https://www.uccf.org.uk/> | SUCU committee | ongoing | 15/11/24 |  | |
| Responsible manager’s signature: Madeleine Smith (Outreach Coordinator) | | | | Responsible manager’s signature: Joseph Deans (Vice-President) | | |
| Print name: MADELEINE SMITH | | | Date: 30/10/2024 | Print name: JOSEPH DEANS | | 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. 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. |



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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 |