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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union - A tea and coffee stall on Redbrick running on Thursday 13th February from 11am till 1pm.** | | **Date** | 14/2/25 |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | Madeleine Smith | |
| **Line Manager/Supervisor** | SUSU Activities Team | **Signed off** | Christopher Mitchell | |

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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. * Drinks will be shop bought * Spare milk that’s not used in one day will be refrigerated overnight until the next. | **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 bags. | 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 table and urn. * Setting up table 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 * Bags will be stored safely in the Cage away from the stall. | **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 moved to the side safely 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. * Drink containers will be labelled, and a full ingredients list will be provided. * Provide disclaimers for 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 | Scalds / 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. |

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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 outreach event. | Before each outreach event. |  | |
| 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 | 13/2/25 | 13/2/25 |  | |
| 3. | Correct procedure and phone lists on site. | SUCU committee | 13/2/25 | 13/2/25 |  | |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee | 13/2/25 | 13/2/25 |  | |
| 5. | Ensure all food is labelled and has an ingredient list. | SUCU committee | 13/2/25 | 13/2/25 |  | |
| 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 | Ongoing | 13/2/25 |  | |
| 7. | Follow all current guidance from the Christian Union national body UCCF.  <https://www.uccf.org.uk/> | SUCU committee | Ongoing | 13/2/25 |  | |
| Responsible manager’s signature: Madeleine Smith (Outreach Coordinator) | | | | Responsible manager’s signature: Christopher Mitchell (Secretary) | | |
| Print name: MADELEINE SMITH | | | Date: 13/1/25 | Print name: CHRISTOPHER MITCHELL | | Date: 14/1/25 |

**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 |