|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christian Union- Conversations on Campus**  | **Date** | **20/09/2020** |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | **Victoria Foster**  |
| **Line Manager/Supervisor** | SUSU activities team | **Signed off** |  |

| ***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** |
| Abuse (physical or emotional)  | The team are potentially venerable around intoxicated members of the public | Volunteers and members of the public | **3** | **4** | **12** | Team will always be ingroups of two or more and in mixed gender pairswhere possible.   | **2** | **4** | **8** | Team will contact the team leader in the first instance. Incidents will be recorded and escalated to the Duty Manager of SUSU and the University Security Services. The Emergency Services will be contacted as appropriate. |
| Violence and subsequent injury  | Members of the public fighting  | Volunteers and members of the public | **3** | **4** | **12** | The team will always be visible in prominent areas for example ‘Redbrick’. The team will not get involved with any violence and will seek to peacefully resolve the situation without physically stepping in where appropriate.  | **2** | **4** | **8** | Should violence occur that is unresolvable, team are encouraged to phone 999 in the first instance. |
| Monetary Exploitation of Team | Members of the publicexploiting the team formoney, e.g. fortaxis, food | Volunteers and members of the public | **3** | **2** | **6** | Team will be instructed to never give money to the public or cover their costs. | **2** | **2** | **4** |  |
| Slips, Trips, Falls | Accident and/or Injury | Volunteers and members of the public | **3** | **3** | **9** | Team will be required to wear suitable, sturdy footwear.Team will find an appropriate space to stand where there are minimal obstructions.  | **2** | **3** | **6** | First Aid will be administered as required and all incidents will be recorded and escalated as appropriate. |
| Adverse Weather | Increased likelihood and severity of other risks. | Volunteers and members of the public | **2** | **3** | **6** | The weather forecast will be consulted in advance and the event cancelled if necessary. | **1** | **3** | **3** | Constant reviews of the weather throughout the activity. The event will be shortened and/or cancelled if necessary.  |
| Loss of valuables | Monetary loss on behalf of the members | Volunteers  | **2** | **2** | **4** | Volunteers will be told not to bring valuables to the event, or where needed to be kept in a secure, hidden place.  | **1** | **2** | **2** |  |
| COVID-19 transmission  | The transmission of COVID-19  | Volunteers and members of the public  | **4** | **5** | **20** | The event will take place outside. Volunteers will work in pairs, with a maximum of 4 members of the public being able to approach the activity at once. Social distancing will be maintained and if needed face coverings and further ‘Personal Protective Equipment’ will be worn. Prior and during to the activity full hand washing will be carried out, with hand sanitizer available. Volunteers will only participate if feeling well, presenting no symptoms of COVID-19 and not in the ‘high risk’ category. All control measures under the ‘COVID-19 Risk Assessment’ will be maintained at all times.  | **3** | **5** | **15** | Volunteers will be informed of all current COVID-19 regulations from the government and SUSU. In the event that a volunteer subsequently gets COVID-19, they will isolate correctly following current guidelines. They will contact a committee member who will pass the information to the SUSU Activities Team. <https://www.publichealth.hscni.net/>   |

|  |
| --- |
| ***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** |
|  | This risk assessment will be reviewed and updated | SUCU committee  | 28/09/2020 | 01/07/2020 |  |
|  | Purchase £10 worth of hand sanitizer and to top up as necessary | SUCU committee | 28/09/2020 | Continuous review  |  |
|  | Ensure suitable weather conditions prior to event  | Volunteers  | 28/08/2020 | Each time the activity occurs  |  |
|  | Be up to date and follow all current guidelines and regulations from the government and University.  | SUCU committee | 29/09/2020 | Continuous review |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature:A close up of a logo  Description automatically generated | Responsible manager’s signature:A close up of a logo  Description automatically generated |
| Print name:Victoria Foster | Date:20/09/2020 | Print name:Yasmin Sisodia  | Date:20/09/2020 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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 |