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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union - Cake and Quiz Night (30/09/2020)** | | **Date** | **25/09/2020** |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** | **Victoria Foster** | |
| **Line Manager/Supervisor** | SUSU activities team | **Signed off** |  | |

| ***PART A*** | | | | | | | | | | |
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| **(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** |
| Allergic reaction to food or food poisoning to out of date food | Skin irritation, nausea and vomiting, anaphylaxis | Anyone who consumes food | **2** | **5** | **10** | All food will be store bought and will remain in their original packing. Any allergens will be clearly displayed. If there is any doubt, then the consumer must not eat the food. Only food within their use-by-date and stored correctly will be available. | **1** | **5** | **5** | Call 999 is the situation becomes a medical emergency. |
| Obstructions | Slips, trips and falls;  Risk of Minor Injuries: Grazes, cuts and bruising.  Major injury: Fractures | Attendees, students, staff | **3** | **2** | **6** | Floor space will remain tidy and empty from potential trip hazards.  Any mess created will be cleared up immediately | **2** | **2** | **4** |  |
| Inappropriate behaviour | Bullying and harassment of participants | Attendees, students, staff | **2** | **3** | **6** | Participants to be reminded to be respectful of others.  Activity host to have read SUSU’s Expect Respect Policy.  <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf> | **1** | **3** | **3** | Activity host to ask participants to leave the activity if they are behaving inappropriately.  Activity host to report inappropriate behaviour to SUSU’s Activities team ([activities@susu.org](mailto:activities@susu.org)). |
| Manual handling | Risk of Musculoskeletal injures, cuts, bruises and crushing. | Staff and helpers | **3** | **3** | **9** | Work in teams when handling large, heavy and bulky items.  Use correct positioning and bend the knees when picking up heavy items to minimise risk of manual handling injury. | **3** | **2** | **6** |  |
| COVID-19 transmission | The transmission of COVID-19 | Attendees, students, staff | **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/> |

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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** | |
|  | Ensure all food is in date, stored correctly and allergens are clearly labeled. | Team leading the event | 28/09/2020 | | NA |  | |
|  | Ensure there are no trip hazards visible. | Team leading the event | 28/09/2020 | | NA |  | |
|  | 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 | 28/09/2020 | | NA |  | |
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| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name:  Victoria Foster | | | | Date:  25/09/2020 | Print name:  Yasmin Sisodia | | Date:  25/09/2020 |

**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. |

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.

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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 |