|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Christian Union- Games on the common** | | **Date** | 20/04/21 |
| **Unit/Faculty/Directorate** | Engagement and Advancement events Team | **Assessor** |  | |
| **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** |
| Covid-19 | Transmission of Covid-19 | All participants | **3** | **2** | **6** | * Hand sanitizer will be provided, and members will be encouraged to use hand sanitiser when they arrive at the common and at regular intervals throughout the event. * Participants will meet and play games in groups of 6. There will be no mixing between these groups. * Where possible participants will keep a 1m+ gap between themselves and other members not from their household. * Participants will be reminded of social distancing restrictions when they arrive at the common. * Participants will be encouraged to stagger their arrival times to ensure social distancing can be adhered. * Members with symptoms of covid-19 will be asked to stay at home * If a member becomes unwell with a new continuous cough or a high temperature, they will be sent home and advised to follow the stay at home guidance; Committee Members will maintain regular contact with members during this time. * Contact details will be taken from participants which can be passed on to the necessary organisations should a participant test positive. * Social media will be used to communicate with club members the importance of following government guidelines regarding covid-19 and social distancing. * Ensure that a temperature gun is used to check everyone’s temperature before engaging with activities. | **1** | **2** | **2** | Committee members to supervise games on the common and ensure participants are adhering to covid-19 restrictions.  If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. |
| Sharing equipment | Transmission of covid-19 | All participants | **3** | **2** | **6** | * Equipment that is shared will be cleaned and disinfected in between uses. * Participants will be encouraged to sanitise their hands before and after using shared equipment. | **1** | **2** | **2** | Where possible groups will not share equipment during the event. |
| Sharing food | Transmission of covid-19 | All participants | **2** | **2** | **4** | * Ensure any food that is shared is sealed and packaged before distribution. * Ensure that hand sanitiser is available and encouraged. * Make sure participants understand COVID-19 protocols for safety such as sanitising hands and keeping suitably socially distant. | **1** | **2** | **2** |  |
| Participating in the games | Soft tissue injury | All participants | **2** | **3** | **6** | * Committee members will ensure there is a first aid kit available * Committee members will ensure there is a phone available for emergency calls. | **1** | **3** | **3** |  |
| Participating in the games | Musculoskeletal injury | All participants | **2** | **3** | **6** | * Committee members will ensure there is a first aid kit available * Committee members will ensure there is a phone available for emergency calls. | **1** | **3** | **3** |  |
| Inappropriate behaviour | Bullying and harassment of participants | All participants | **2** | **3** | **6** | **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 * Activity host to have read SUSU’s Expect Respect Policy   <https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf> | **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) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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. | Buy hand sanitiser to ensure it is available during the games. | SUCU committee | 24/04/21 | 1/05/21 |  | |
| 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 | 24/04/21 | 1/05/21 |  | |
| 3. | Acquire cleaning solutions to sanitise equipment before, during, and after use. | SUCU committee | 24/04/21 | 1/05/21 |  | |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee | 24/04/21 | 1/05/21 |  | |
| 5. | 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 | 24/04/21 | 1/05/21 |  | |
|  | Follow all current guidance from the Christian Union national body UCCF.  <https://www.uccf.org.uk/> | SUCU committee | 24/04/21 | 1/05/21 |  | |
| Responsible manager’s signature: ***Joshua Wood*** (President) | | | | Responsible manager’s signature: ***Naomi Court*** (Vice-President) | | |
| Print name: JOSHUA WOOD | | | Date: 19.04.2021 | Print name: NAOMI COURT | | Date: 19.04.2021 |

**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 |