| **Risk Assessment** |
| --- |
| **Risk Assessment for the activity of** | **Christian Union - Scavenger Hunt** | **Date** | 28/09/21 |
| **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(at Highfield Interchange and during the event) | Transmission of Covid-19 | All participants | **3** | **2** | **6** | * Participants will be divided into groups of up to 6 on arrival and start times will be staggered, minimising contact with large numbers of people.
* Participants will be encouraged to wear face coverings on buses/when in shops.
* Instructions for the event will be available online.
* 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.
 | **1** | **2** | **2** | Committee members to supervise groups before/after the event 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. |
| Slips, trips and falls while participating in the event | Soft tissue or musculoskeletal injury | All participants | **2** | **3** | **6** | * Event leaders will ensure participants have leader’s contact details in case of emergency.
* First aid kit available to leaders.
* Participants will be encouraged to stay on public pathways and follow the planned route.
 | **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. | 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 | 28/09/21 | 06/10/2021 |  |
| 2. | Ensure a first-aid package is available during the event. | SUCU committee | 28/09/21 | 06/10/2021 |  |
| 3. | To follow all the control measures 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 | 28/09/21 | 06/10/2021 |  |
| 4. | Follow all current guidance from the Christian Union national body UCCF. <https://www.uccf.org.uk/>  | SUCU committee | 28/09/21 | 06/10/2021 |  |
| Responsible manager’s signature: Joshua Wood (President) | Responsible manager’s signature: Naomi Court (Vice-President) |
| Print name: JOSHUA WOOD | Date: 24.09.2021 | Print name: NAOMI COURT | Date: 24.09.2021 |

**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.  |



| 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 |