|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Christian Union – Carol Services** | **Date** | 04.12.21 |
| **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** | * Practice good hand hygiene
* Encourage participants to take a lateral flow test before attending the event
* We strongly recommend participants wear a face mask when moving around the building
* Reduce touch points at the event
* Follow university guidelines regarding covid-19.
 | **1** | **2** | **2** | Committee members to supervise the event to encourage participants to act responsibly regarding covid-19.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  | Soft tissue injuries  | All participants  | **3** | **2** | **6** | * Committee members will ensure any fall hazards have been removed before the start of the event.
* Committee will bring a first aid kit to the event
* Committee members will ensure there is a phone available for emergency calls.
* A society member will be present who is first aid trained
 | **1** | **2** | **2** |  |
| Food allergies | Allergic Reaction  | All participants | **2** | **4** | **8** | * Committee members will ensure Natasha’s Law is followed.
* Food will be labelled and a full ingredients list will be provided.
* Provide disclaimers for food allergies.
* Committee members will ensure there is a phone available for emergency calls.
 | **1** | **4** | **4** |  |
| 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)
 |
| Covid-19 | Transmission of covid-19 when preparing the food | All participants | **3** | **2** | **6** | * Individuals responsible for cooking the food will ensure they regularly wash and sanitise their hands
* Supervised by a member of the society with a food and hygiene certificate
 | **2** | **2** | **4** |  |
| Covid-19 | Transmission of covid-19 while eating  | All participants |  |  |  | * Participants will be required to use the hand sanitiser before eating.
 |  |  |  |  |

|  |
| --- |
| ***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 at the event. | SUCU committee | 02/12/2021 | 22/12/2021 |  |
| 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 | 02/12/2021 | 22/12/2021 |  |
| 3. | Acquire cleaning solutions to sanitise equipment before, during, and after use.  | SUCU committee | 02/12/2021 | 22/12/2021 |  |
| 4. | Ensure a first-aid package is on-site during the activities. | SUCU committee | 02/12/2021 | 22/12/2021 |  |
| 5. | Ensure all food is labelled and has an ingredient list. | SUCU committee | 02/12/2021 | 22/12/2021 |  |
| 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 | 02/12/2021 | 22/12/2021 |  |
| 7. | Follow all current guidance from the Christian Union national body UCCF. <https://www.uccf.org.uk/>  | SUCU committee | 02/12/2021 | 22/12/2021 |  |
| Responsible manager’s signature: Joshua Wood (President) | Responsible manager’s signature: Naomi Court (Vice-President) |
| Print name: JOSHUA WOOD | Date: 28.11.2021 | Print name: NAOMI COURT | Date: 28.11.2021 |

**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 |