

Risk Assessment

Risk Assessment for the activity of	Christian Union – Events Week – Lunchtime and Evening Talks		Date	14 th -18 th Feb
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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Covid-19	Transmission of Covid-19	All participants	3	2	6	<ul style="list-style-type: none"> - Practice good hand hygiene - Encourage participants to take a lateral flow test before attending the event 	1	2	2	Committee members to supervise the event to encourage participants to act responsibly regarding covid-19.

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						<ul style="list-style-type: none"> - 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. 				<p>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.</p>
Slips, Trips and Falls	Soft tissue injuries	All participants	3	2	6	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - 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. 	1	4	4	

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						<ul style="list-style-type: none"> - Committee members will ensure there is a phone available for emergency calls. - SUSU catering team will complete a risk ax prior to the event 				
Inappropriate behaviour	Bullying and harassment of participants	All participants	2	3	6	<p>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</p> <ul style="list-style-type: none"> - Participants to be reminded to be respectful of others - Activity host to have read SUSU's Expect Respect Policy <p>https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf</p>	1	3	3	<ul style="list-style-type: none"> - 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 cake for the bake sale	All participants	3	2	6	<ul style="list-style-type: none"> - 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				<ul style="list-style-type: none"> - 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	31/01/22	01/03/22	
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	31/01/22	01/03/22	
3.	Acquire cleaning solutions to sanitise equipment before, during, and after use.	SUCU committee	31/01/22	01/03/22	
4.	Ensure a first-aid package is on-site during the activities.	SUCU committee	31/01/22	01/03/22	
5.	Ensure all food is labelled and has an ingredient list.	SUCU committee	31/01/22	01/03/22	
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	31/01/22	01/03/22	
7.	Follow all current guidance from the Christian Union national body UCCF. https://www.uccf.org.uk/	SUCU committee	31/01/22	01/03/22	

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Responsible manager's signature: <i>Joshua Wood</i> (President) Print name: JOSHUA WOOD Date: 04/02/22	Responsible manager's signature: <i>Naomi Court</i> (Vice-President) Print name: NAOMI COURT Date: 04/02/22
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Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	

L I K E L I H O O D	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.

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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

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

Identify the impact and likelihood using the tables above.
Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red - identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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.