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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of CMF** | **CMF Generic Risk Assessmnet**  *Planning meetings, Social, Fundraising, Demonstrations, Awareness Stall/stand* | | **Date**  **09/02/23** | **Last review date** |
| **Unit/Faculty/Directorate** | **SUSU Christian Medical Felowship** | **Assessor** | **Committee Member completing review**  Hannah Keenan | |
| **Line Manager/Supervisor** | ***President***  *Hannah Keenan* | **Signed off** | ***VP Activities/Sport or Activities Coordinator*** | |

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| ***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** |  | |
| **Meetings & Socials** | | | | | | | | | | |
| Slips, trips and falls | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * Any cables to be organised as best as possible * Cable ties/to be used if necessary * Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. * Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. | **1** | **4** | **4** | * Seek advice from the medical professionals present at the meetings * Contact emergency services if needed * All incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Socials/Meetings- Medical emergency | Members may sustain injury /become unwell  pre-existing medical conditions  Sickness  Distress | Members | **3** | **5** | **15** | * Advise participants; to bring their personal medication * Members/Committee to carry out first aid if necessary and only if qualified and confident to do so * Contact emergency services as required 111/999 * Contact SUSU Reception/Venue staff for first aid support | **2** | **5** | **15** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed. * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) | |
| Food at the evening meetings | * Allergies * Food poisoning * Choking * Scalding from hot drinks and food. | All | 3 | 5 | 15 | * Homemade items to be avoided by those with allergies * Detailed ingredient lists will be provided to any attendee with food allergies * Only order/buy food at establishments with appropriate food hygiene rating * Follow good food hygiene practices- no handling food when ill, tie back hair, wash hands and equipment regularly using warm water and cleaning products, refrigerate necessary products * Take care in handling hot food and drink to avoid spillage | 1 | 5 | 5 | Consult the medical professionals present at the meeting for advice  Call for first aid/emergency services a required  Report incidents via SUSU incident report procedure | |
| **Demonstration/Strike/ Awareness Raising Activity** | | | | | | | | | | |
| Talks/debates  - subjects that could be sensitive or personal to some members | The audience feels negative emotions around the topic or becomes distressed by images or events shown/discussed. | Members | **2** | **3** | **6** | * Prior information about event and what to expect given out so participants know what to expect. * Members made aware they could leave the event at any time. * Members referred to enabling/signpost to support organisations (e.g. via presentation slide, or by speakers/committee members) * SUSU reporting tool available * Members are made aware of the wellbeing rep for the committee | **1** | **3** | **3** | * Organisers will, following the event, share relevant information on support/signpost- Facebook/email/newsletter * Committee Wide Training * Seek guidance from activities/SUSU advice centre/UoS enabling team as required | |
| **Awareness/Promotional Stand e.g. Bunfight**  \*excluding items covered above | | | | | | | | | | |
| Overcrowding at Stall | Reduced space in walkways and entrances.  Risk of Students panicking because of tight spaces / confinement. Crushing against fixed structures from pushing and shoving. Aggressive behaviour. | Members, visitors | **2** | **3** | **6** | * A maximum of 3 representatives to be at the stall at any one time * Request that orderly ques are formed * Ensure all items are stored under tables and monitor area in front of stall to ensure this is clear * Ensure that organisers /volunteers do not block walkways when engaging with attendees * Follow instructions given by support staff/staff on directions and entry and exit points * Do not move tables if this has been placed for you by staff. | **1** | **3** | **3** | * Seek medical attention if problem arises * Seek support from facilities staff | |
| Falling Objects e.g. banners | Injury  Bruising  Damage to equipment | Members, visitors | **2** | **3** | **6** | * Tables to be safely secured by staff where possible – ask for support from facilities team * Ensure banner is secured and on a flat surface * Ensure banners or objects are not obscuring walkways or exits-ideally place behind or to the side of stall where space allows- ensuring distance between stalls/stall holders * Ensure any props are secure and will not fall off the table | **1** | **2** | **2** | * Seek medical attention if problem arises * Seek support from facilities staff | |

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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** | |
| 1 | Individual risk assessments for individual events with higher risk levels and anything not covered by generic assessment. This includes:   * Socials | Relevant committee members – president to ensure complete. | June 2023 | |  |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | June 2023 | |  |  | |
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| Responsible manager’s signature:Text  Description automatically generated | | | | | Responsible manager’s signature: | | |
| Print name: HANNAH KEENAN | | | | Date:09/02/23 | Print name: Louisa Colley | | Date:09/02/23 |

**Assessment Guidance**

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| * Eliminate | | | | | Remove the hazard wherever possible which negates the need for further controls | | | | If this is not possible then explain why |  |
| * Substitute | | | | | Replace the hazard with one less hazardous | | | | If not possible then explain why |
| * Physical controls | | | | | Examples: enclosure, fume cupboard, glove box | | | | Likely to still require admin controls as well |
| * Admin controls | | | | | Examples: training, supervision, signage | | | |  |
| * 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** | | | | | |

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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. |

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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 |