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| **Generic Risk Assessment** | | | | | |
| **Risk Assessment for the activity of SWEMS** | **SWEMS Generic Risk Assessment**  *Meetings, Talks & Socials, Day Walks* | | **Date**  12.1.23 | **Last review date** | |
| **Unit/Faculty/Directorate** | **SUSU – Southampton Wilderness and Expedition Medicine Society (SWEMS)** | **Assessor** | **Harriet Perkins (SWEMS President)** | | **Adam Rimmer**  **(SWEMS Treasurer)** |
| **Line Manager/Supervisor** | **Harriet Perkins (President)** | **Signed off** | Shape  Description automatically generated with medium confidence | |  |

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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, Talks/Teaching & Socials** | | | | | | | | | | |
| **Slips, trips and falls** | Physical injury | Event organisers and attendees | **2** | **4** | **8** | * All boxes and equipment to be stored away from main meeting area, e.g. stored under tables * 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. * Report any trip hazards to facilities teams/venue staff asap. If cannot be removed mark off with hazard signs * Any simulation teaching, with persons or equipment on the floor will be set up in areas with good access and committee will monitor participants to check they are approaching the scenes in a safe manner. | **1** | **4** | **4** | * Seek medical attention from SUSU Reception/venue staff if in need * Contact facilities team via SUSU reception/venue staff * 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) |
| **Setting up of Equipment. E.g. Table and chairs** | Bruising or broken bones from tripping over table and chairs. | Meeting organisers and attendees | **2** | **3** | **6** | * Make stall operators aware of the potential risks, follow manual handling guidelines * Ensure that at least 2 people carry tables. * Setting up tables will be done by organisers. * Work in teams when handling other large and bulky items. * Request tools to support with move of heavy objects- SUSU Facilities/venue. E.g. hand truck, dolly, skates * Make sure anyone with any pre-existing conditions isn’t doing any unnecessary lifting and they are comfortable | 1 | 3 | 3 | * Seek assistance if in need of extra help from facilities staff/venue staff if needed * Seek medical attention from SUSU Reception if in need * 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) |
| **Inadequate meeting space- overcrowding, not inclusive to all members** | Physical injury, distress, exclusion | Event organisers and attendees | **1** | **3** | **3** | * Committee check on room pre-booking, checks on space, lighting, access, tech available * Ensure space meets needs of members e.g. considering location & accessibility of space * Committee to consult members on needs and make reasonable adjustments where possible | 1 | 3 | 3 | * Seek medical attention if problem arises * Liaise with SUSU reception/activities team on available spaces for meetings * Postpone meetings where space cannot be found * Look at remote meeting options for members |
| **Activities involving electrical equipment e.g. laptops/ computers** | Risk of eye strain, injury, electric shock | Event organisers and attendees | **2** | **4** | **8** | * Ensure regular breaks (ideally every 20mins) when using screens * Ensure screen is set up to avoid glare, is at eye height where possible * Ensure no liquids are placed near electrical equipment * Ensure all leads are secured with cable ties/mats etc | 1 | 4 | 4 | * Request support and advice from SUSU IT/Tech teams e.g. via activities team * For external venues pre-check equipment and last PAT testing dates * Seek medical attention as required |
| **Talks/Teaching – Simulated medical scenarios** | Risk of injury through misuse of equipment. | Event organisers and attendees | **3** | **4** | **12** | * Only provide equipment that is suitable for the scenario * Ensure before starting that equipment is not broken or malfunctioning * Brief participants on correct equipment use * Ensure equipment remains under committee supervision * Ensure equipment is only used for intended purposes | 2 | 4 | 8 | * Seek medical attention if problem arises * 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) |
| **Talks/Teaching – Difficult Topics** | Individuals may be affected by topics covered | Event organisers and attendees | **3** | **2** | **2** | * Set out beforehand an overview of what will be covered to give attendees an opportunity to not attend/raise concerns * Committee will be on hand to offer support if attendees are impacted by any of the topics or interventions | 2 | 1 | 2 | * Request support and advice from SUSU if needed |
| **Socials - Costumes/Fancy Dress** | Props/costumes causing injury or offence | Participants  Members of the public | **2** | **2** | **4** | * Ask members to only bring small items and use sensibly. Members of the society are responsible for their own possessions and the use of them. * Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **2** | **2** | * SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) to be followed * Committee WIDE training |
| **Socials- alcohol consumption** | Participants may become at risk as a result of alcohol consumption  Members of the public may act violently towards participants. | Event organisers, event attendees, | **2** | **5** | **10** | * Members are responsible for their individual safety though and are expected to act sensibly * Initiation behaviour not to be tolerated and drinking games to be discouraged * For socials at bars/pubs etc bouncers will be present at most venues. * Bar Security staff will need to be alerted and emergency services called as required. * Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered to and alcohol will not be served to customers who have drunk to excess * Committee to select ‘student friendly’ bars/clubs and contact them in advance to inform them of the event * Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf) | **1** | **3** | **5** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required 111/999 * Committee WIDE training |
| **Socials-Travel** | Vehicles collision -causing serious injury | Event organisers, event attendees, Members of the public | **4** | **3** | **12** | * Members are responsible for their individual safety though and are expected to act sensibly * Local venues known to UoS students chosen * Event organisers will be available to direct people between venues. * Attendees will be encouraged to identify a ‘buddy’, this will make it easier for people to stay together. * Avoid large groups of people totally blocking the pavement or spilling in to the road. * Anybody in the group who is very drunk or appears unwell and therefore not safe should be encouraged to go home ideally with someone else. If required a taxi will be called for them (ideally SUSU safety bus will be used, or radio taxis). * Be considerate of other pedestrians & road users, keep disturbance & noise down. | **2** | **2** | **4** | * Where possible venues chosen for socials will be local/known to members and within a short distance from each other. * Contact emergency services as required 111/999 * 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) |
| **Insufficient Fire Safety awareness** | If a fire alarm is triggered, people may not know where to go-  Crushing, falls, burns and smoke inhalation arising from induced panic, reduced space in buildings and external walkways, obstructed fire exits, build-up of flammable materials i.e. waste cardboard/boxes. | Members | **2** | **5** | **10** | * ensure that members know where the nearest fire exist are and the meeting place is outside, should it be needed * Build-up of rubbish is to be kept to a minimum. Excess build up is to be removed promptly and deposited in the designated areas. | **1** | **5** | **5** | * All incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed. * Call emergency services and University Security: * Emergency contact number for Campus Security: * Tel: +44 (0)23 8059 3311 * (Ext:3311). |
| **Day Walks** | | | | | | | | | | |
| **Slips, trips and falls** | Physical injury  Likely to be areas of uneven ground | Walk organisers and attendees | **3** | **4** | **12** | * Advise participants to wear suitable outdoor footwear * Only allow participants to join activity with suitable footwear * Warn participants of routes with particularly uneven areas * Ask participants to confidentially disclose any relevant mobility problems * Committee to carry first aid kits and administer first aid only if feel confident and appropriately trained to do so. | **2** | **4** | **8** | * Seek medical attention if required * Contact emergency services if needed * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Environment & Weather** | Injury   * Sunstroke/sunburn/dehydration * Hypothermia * Injury due to flooding | Walk organisers and attendees | **3** | **4** | **12** | * Committee to assess weather prior to and on day of event: where severe weather is predicted, contingency plans should be created amongst the committee. If weather is too severe: cancel or amend walking route * Pre-departure kit check: all participants to confirm they have sufficient clothing and equipment for the weather and activity. * Participants to carry sufficient water. * Emergency equipment (incl. group shelters, survival bags, emergency blankets) should be carried if deemed appropriate by committee for that walk. * Committee to carry first aid kits and administer first aid only if feel confident and appropriately trained to do so. | **2** | **4** | **8** | * Seek medical attention if required * Contact emergency services if needed * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Roads and Traffic** | Risk of traffic collision/injury when walking along or crossing roads | Walk organisers and attendees and members of the public | **2** | **5** | **10** | * Organisers should minimise time spent on roads where possible. * Organisers should aim to use underpasses or crossings when planning their routes. * Where participants are to walk along roads, they should do so on the right hand side, single file (except where it would be safer on the other side e.g. verge, bends). * If possible, the front and rear person should wear a high visibility vest. * Those wearing high-visibility should stand either side of the group crossing, where appropriate. * When walk along roads in the dark, torches should be used to warn traffic of walkers. | **2** | **5** | **10** | * Seek medical attention if required * Contact emergency services if needed * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Food and water poisoning** | Potential for food poisoning or allergic reaction. | Walk organisers and attendees | **2** | **4** | **8** | * Participants bring own packed lunch at own risk. * Any snacks provided should be stored properly, checked that they are in date, and consumed at the persons own risk. * Partipants are asked to disclose if they have any allergies, so that we can request others not to bring. * Participants also bringing own bottled water and will be advised not to drink water from the streams * In the instance of any adverse reaction medical services will be contacted. | **1** | **4** | **4** | * Seek medical attention if required * Contact emergency services if needed * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Travel** | Injury due to vehicle collision or train accident.  Mis-navigation (driving) or train delays/strikes leading to people not reaching destination | Walk organisers and attendees | **2** | **4** | **8** | * Any drivers are required to operate motorized vehicles legally and responsibly; i.e.:   + to drive within the posted speed limits;   + to wear a seat belt and require passengers to do the same in accordance with the laws of the country in which I am traveling;   + not to operate a vehicle if I have consumed any alcohol;   + not to allow illicit drugs or weapons in the vehicle;   + to operate only motorized vehicles for which I have a current, unrestricted license;   + to only use vehicles that are properly insured, MOT inspected and to which I am confident in driving.   + to admit when tired or no longer able to drive so a driver swap can be arranged * Organisers will clearly set out routes to be followed for those driving, choosing safe, accessible routes. Participants should be notified to any changes. Where necessary walkie-talkie can be given to drivers to allow communication in areas with no telephone signal. * If train travel is being recommended organisers will check and confirm travel arrangement prior to and on the day, e.g. for any cancellations. A committee member will accompany those traveling by train. * Members are responsible for their individual safety though and are expected to act sensibly in the case of any transport problems. | **1** | **4** | **4** | * Seek medical attention if required * Contact emergency services if needed * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Navigation problems** | Groups or individuals may get lost/seperated from the rest of the group | Walk organisers and attendees | **3** | **2** | **6** | * Lead committee member (or a delegated committee member) to have overall responsibility for map reading, and should feel confident in ability to do so. Should be backed-up by a second experienced map reader. * Where map reading is delegated to participants, this person should keep an eye on them to ensure overall safety. * Regular head counts to check numbers. * Organisers should ensure group doesn’t become to dispersed and ensure regular stops for people to catch up. | **2** | **2** | **4** | * Contact emergency/search and rescue services if needed * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Other hazards** | Wild animals  Unsafe structures/mines/rock faces | Walk organisers and attendees | **1** | **4** | **4** | * Participants to be advised to avoid approaching wild animals (e.g. new forest ponies) and to stay away from unsafe structures/mines rock faces. Committee to check this is happening whilst of walk. * Where necessary the route should be adapted to avoid hazards that arise. * Members are responsible for their individual safety though and are expected to act sensibly as they would when hiking at any other time. | **1** | **4** | **4** | * Contact emergency/search and rescue services if needed * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Medical emergencies** | Members may sustain injury /become unwell   * pre-existing medical conditions * sickness * distress | Walk organisers and attendees | **3** | **5** | **15** | * Advise participants; to bring their personal medication * Attendees asked to disclose any medical conditions that might impact on their ability to complete the walk (e.g. asthma) and any medications they carry. If there are any concerns before the walk these should be raised. * 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 | **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) |

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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:   * Away Trips | Relevant committee members – president to ensure complete. | Dependent on trip dates | | N/A |  | |
| 2 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 12.01.2023 | | 12.01.23 |  | |
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| Responsible manager’s signature: Shape  Description automatically generated with medium confidence | | | | | Responsible manager’s signature: | | |
| Print name: Harriet Perkins | | | | Date: 12.01.23 | Print name: Adam Rimmer | | Date  12.01.23 |

**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 |