

Risk Assessment

Risk Assessment for the activity of	Monte FC Trip/Tour: Split, Croatia		Date: 04/04/25 – 08/04/25
Group name: Monte FC	SUSU:	Assessor	Tour sec: Adam Grosfils
Supervisor	President: Joe Swain	Signed off	N/A, please upload to groupshub for digital sign-off by SUSU Activities team

Monte FC tour to Split Croatia, totalling 4 nights from 04/04 – 08/04. Accommodation for the 26 people going is the Split Downtown Hostel:

https://www.hostelworld.com/hostels/p/98116/downtown-hostel/?source=ppc_goads_nonbrand_dsk_search_pn_en_uk&network=g&campaign_id=20140269813&adgroup_id=148335640777&criteria_id=kwd-104940706868&creative_id=663540672201&location_physical_id=9045801&location_interest_id=null&adposition=null&uniqueclickID=6294150215217794660&sub_keyword=downtown+hostel+split&sub_ad=e&sub_publisher=ADW&gclsrc=aw.ds&gad_source=1&gclid=CjwKCAiA5pq-BhBuEiwAvkzVZa6_QJzKNkshvwTxou1WPjkrG-6TdL1jxHgy-l24AMSB4TG9Q8vhoCZ-oQAvD_BwE

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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, Trips, Falls	Accident and/or Injury	<ul style="list-style-type: none"> - Students - Members of the public 	1	3	3	<ul style="list-style-type: none"> • Students will be encouraged to take care when crossing busy streets and when negotiating paths. Students will also be encouraged to wear appropriate footwear when travelling by foot. 	1	3	3	<ul style="list-style-type: none"> • Should injury occur, Committee to contact appropriate emergency services • Organisers to bring a first aid kit for minor injuries • Committee to report to SUSU Duty Manager as soon as possible

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Individuals getting lost while on the trip.	Missing the flight there or back.	User.	2	3	6	<ul style="list-style-type: none"> Advice on mobile data plans has been given, as well as meeting points and general travel itinerary. Groups will be staying on guided tours or tours of popular attractions which are well policed. Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links 	1	2	2	<ul style="list-style-type: none"> The phone numbers of the committee members in attendance have been given to everyone on the trip. Social media contact is also available via the Facebook group and chat. The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. coach travel, airport, hostel check-in and check-out). 	

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Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	3	1	4	<ul style="list-style-type: none"> Committee to review Flight times and any potential cancellations/diversions prior to the trip A check of transport conditions to be made before set time activities such as flights 	3	1	4	<ul style="list-style-type: none"> During the trip, the committee to regularly review flight times during the trip to check for any possible cancellations and diversions. Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details 	

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Travelling around location	Large groups forming , Scams, Unsafe taxis	<ul style="list-style-type: none"> - Students - Members of the public 	3	2	6	<ul style="list-style-type: none"> • split students into smaller groups to avoid large groups forming • Ensure any large groups act respectfully and don't become rowdy • Only use licensed taxis and avoid any unmarked vehicles • Plan transport to and from a location before drinking 	3	1	4	<ul style="list-style-type: none"> • Organisers to familiarise self with location and destinations in advance. Itinerary provided where possible. E.g. use websites like trip advisor, google maps • Encourage activities where teams of smaller number can be made

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Traffic- accident or collision	Death or major injury,	<ul style="list-style-type: none"> - Students - Members of the Public 	1	5	5	<ul style="list-style-type: none"> • Buses without seatbelts are avoided if possible and never used on high-speed roads • Verbal warning of risk • Encourage students to use pedestrian crossings wherever possible • Encourage students to travel in appropriate group sizes to ensure no large groups are formed • Work on foot planned to avoid fast roads wherever possible. 	1	2	2	<ul style="list-style-type: none"> • Contact local emergency services and laws on driving in country • Identify closest medical centres and their numbers in case of emergency • Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here. - https://www.susu.org/contact.html • Ensure all participants have insurance and access to details •

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Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	<ul style="list-style-type: none"> Students 	2	3	6	<ul style="list-style-type: none"> Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream Ensure sufficient water is drunk to prevent dehydration in hot conditions, especially if alcohol is consumed 	1	3	3	<ul style="list-style-type: none"> Should weather be deemed 'adverse' this tour will be cancelled

<p>Risk of Violent Crime, harassment and/or abuse</p>	<p>Accident and or injury</p>	<ul style="list-style-type: none"> • Students • Members of the public 	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Students will be encouraged to stay in groups at all times. • Trip organisers to familiarise self with countries emergency phone numbers • Advise participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don't cause offence for cultural differences. • Stay away from large gatherings or demonstrations • Organisers to have a record of & to share details of the consular office for the nationality of each participant • Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn this to be reported to the duty manager • Report incidents to local emergency services • Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- https://www.susu.org/contact.html
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						<ul style="list-style-type: none"> Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety 				

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Loss of valuables	Lost items	- Students	2	2	4	<ul style="list-style-type: none"> All attendees will be warned prior to the trip to keep valuables secure and hidden Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone Stay away from large gatherings or demonstrations Advise participants to bring a photocopy of their passport and use digital copies of wallet cards whenever possible. 	1	2	2	<ul style="list-style-type: none"> Organisers to have a record of & to share details of the consular office for the nationality of each participant If passport lost, make an official report and contact the nearest embassy or consulate Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details Participants advised to bring essential items on tour and not to bring excessive valuables that increase risk of theft. Use secure bags when travelling around

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Students becoming lost	Distressed students	- Students	2	2	4	<ul style="list-style-type: none"> Should student become lost, students will be encouraged to message the committee through designed Whatsapp chat Encourage all participants to swap numbers before trip Locations of important destinations e.g. airport, accommodation will be provided to all students 	2	1	2	<ul style="list-style-type: none"> Students will be encouraged to always stay in groups. Organisers to share trip itinerary where applicable Regular meeting points scheduled throughout the day to ensure no students are lost

<p>Inappropriate behaviour – from others or students</p>	<p>Distressed students, members of the public</p>	<ul style="list-style-type: none"> - Students - Members of the public 	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> • Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services • Participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don't cause offence for cultural differences • Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking e.g. do not leave drinks unattended, do not drink to excess, use licenced premises 	<p>1</p>	<p>3</p>	<p>3</p>	<ul style="list-style-type: none"> • Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip • Report all incidents following SUSU incident reporting guidelines • Contact emergency services in country • Ensure participants have appropriate insurance and access to mobile phone
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<p>Incident- Experience of terrorism</p>	<p>Distress, serious injury, fatality</p>	<p>Students Public Wider student community etc</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc) • Each participant to have at hand details of local consular office and list of local emergency phone numbers • Participants to have a copy of passport and insurance documents • In case of an incident follow Run, Hide, Tell guidance. follow the advice of in-country energy service • Stay away from large gatherings or demonstrations • Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Contact in country emergency services and consular office
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<p>Incidents restricting travel and health- Natural Disasters, pandemics, political incidents</p>	<p>Distress, serious injury, fatality, inability to return home</p>	<p>Students Public Wider student community etc</p>	<p>2</p>	<p>5</p>	<p>10</p>	<ul style="list-style-type: none"> • Stay away from large gatherings or demonstrations • Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countries • Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc) • Each participant to have at hand details of local consular office and list of local emergency phone numbers • Participants to have a copy of passport and insurance documents 	<p>1</p>	<p>5</p>	<p>5</p>	<ul style="list-style-type: none"> • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Contact in country emergency services and consular office
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Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or because of a poor response to a previous medical situation. Alcohol poisoning	Student participants	3	5	15	<ul style="list-style-type: none"> • advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention in country (not to call home first!) • Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) • Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines • Organisers to familiarise self and brief participants on local medical facilities 	2	5	10	<ul style="list-style-type: none"> • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Contact in country emergency services and consular office • Encourage participants to Check legal restrictions on import /export controls on medications • Ensure there's a sober person in the group if drinking alcohol • Monitor alcohol consumption to safe levels
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Drowning- tours/trips by the sea, lakes etc, activities involving water	Serious injury/fatality	Student participants	2	5	10	<ul style="list-style-type: none"> • Participants to obey local laws and follow local advice on tides etc • Ideally swimming should be avoided when no lifeguard provision is available • Follow FCO guidance on country safety. on tidal patterns • Advice common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports) • Life jackets/PPI to be worn as instructed • Swimming at night to be avoided 	1	5	5	<ul style="list-style-type: none"> • Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details • Contact in country emergency services and consular office • Ongoing dynamic risk assessment considering location and weather •
Clashes with Locals/Other Tourists	Altercations, police involvement, injuries	Students, Public	2	3	6	<ul style="list-style-type: none"> • Avoid confrontation, • Be mindful of cultural differences • Follow local laws and move away from aggressive situations. • Be aware of locals rules regarding noise and public behaviour 	1	2	2	<ul style="list-style-type: none"> • Understand locals are not always happy with tourism • Avoid other groups consuming alcohol when possible

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Drink spiking and substance safety	Intoxication, Medical emergencies, Vulnerable to theft	Students	1	5	5	<ul style="list-style-type: none"> Don't leave drinks unattended Ensure you stick nearby others and implement a buddy system for safety Drink from bottles or cans when possible, instead of glasses 	1	3	3	<ul style="list-style-type: none"> Avoid accepting drinks from strangers Notify others in the group if you think you've been spiked or feel unwell 	

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	Before booking trip organisers to investigate country information and region safety via government FCO Website- https://www.gov.uk/foreign-travel-advice	Adam Grosfils	02/03/25	04/03/25	Crime levels are low and there's been no recent history of terrorism

2	Organisers to ensure appropriate travel insurance has been secured by/for each participant	Adam Grosfils	02/03/25	04/03/25	Everyone going on the tour has been asked to provide proof of their own insurance for the trip
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Adam Grosfils	02/03/25	04/03/25	An introductory message to be sent to club members in the tour WhatsApp, highlighting any notable health and safety concerns
4	Trip itinerary and details of hotels/flights shared with all participants	Adam Grosfils	02/03/25	04/03/25	Flights and accommodation have been organised by tour secs to ensure correct details
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Adam Grosfils	02/03/25	04/03/25	Spreadsheet or emergency contacts has been collated and will be taken on tour in case its needed
6	Organisers to check and pack a first aid kit	Adam Grosfils	02/03/25	04/03/25	First aid kit used by the football club will be taken on tour to address any minor injuries sustained
7	Organisers Severe Weather and Natural Disaster Check prior to departure	Adam Grosfils	02/03/25	04/03/25	Weather forecast has been looked at and shows no signs of any extremes that will impact the trip
8	Transport- Book appropriate travel insurance/cover	Adam Grosfils	02/03/25	04/03/25	Students recommended to download the Uber and Bolt to use as safe registered taxi services, when travelling around. Activities to be planned locally to the accommodation to reduce the need to travel long distances.
Responsible committee member signature: Adam Grosfils				Responsible committee member signature: Phillip Penwell	
Print name: Adam Grosfils			Date: 04/03/25	Print name: Phillip Penwell	
				Date: 04/03/25	

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	

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				

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. 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.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. 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.

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

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.