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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Southampton University Photographic Society Oxford Trip** | **Date** | 25/02/2023 |
| **Unit/Faculty/Directorate** | Trips Secretary – Jonah Bond | **Assessor** | Jonah Bond |
| **Line Manager/Supervisor** |  | **Signed off** |  |

| ***PART A***  |
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| **(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** |
| Slips, Trips, Falls  | Accident and/or Injury | * Students
* Members of the public
 | **1** | **3** | **3** | * Group sizes reduced to ensure no large groups are formed.
* Students will be encouraged to take care when crossing busy streets and when negotiating paths.
* Students will be encouraged to wear appropriate footwear when travelling on foot.
* Students will be encouraged to have empty hands when traversing adverse surfaces
* Students are encouraged to put self-preservation above equipment preservation in case of a fall
 | **1** | **3** | **3** | * Should an injury occur, Committee to contact the appropriate emergency services
* Organisers are to bring a first aid kit for minor injuries
* Committee to report to SUSU Duty Manager as soon as possible
 |
| Individual gets lost while on the trip.  | Missing the coach there or back.  | student  | **2** | **3** | **6** | * Everyone has been informed to stay in groups of three or more.
* meeting points and general travel itineraries have been given.
* 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** | * 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). And periodically through any guided sections of the trip.
* Committee must ensure any slower students of the group are not lost and must keep to an adequate walking pace for all members.
 |
| Transport: Cancellation/Diversions | Students not reaching their intended destination | * Students
 | **3** | **1** | **4** | * Committee to review transport times and any potential cancellations/diversions prior to the trip
 | **3** | **1** | **4** | * During the trip, the committee to regularly reviews traffic times during the trip to check for any possible issues
 |
| Travelling around location | Large groups forming | * Students
* Members of the public
 | **3** | **2** | **6** | * split students into smaller groups to avoid large groups forming
 | **3** | **1** | **4** | * Organisers to familiarise themselves with location and destinations in advance. The itinerary provided were possible.
 |
| Traffic- accident or collision | Death or major injury | * Students
* Members of the Public
 | **1** | **5** | **5** | * Travel by public transport, hire of coach/bus with a reputable company
* 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** | **3** | **3** | * Contact 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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| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | * Students
 | **1** | **2** | **2** | * Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream
* Advice students to bring ample water
* Organisers to periodically check the local forecast whilst on the trip to ensure students safety and safety of equipment
* Organisers should advise students how to protect their equipment or instruct students to safely store said equipment to prevent damage, if there is a chance of precipitate.
 | **1** | **1** | **1** | * Should weather be deemed ‘adverse’ this tour will be cancelled
 |
| Risk of Violent Crime, harassment and/or abuse | Accident and or injury | * Students

- Members of the public | **1** | **4** | **4** | * Students will be encouraged to stay in groups at all time.
* Trip organisers to familiarise self with 999 (or local emergency number)
* Stay away from large gatherings or demonstrations
* 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
* Participants all advised to give up their valuables in the event of a confrontation to prioritise their own safety
 | **1** | **3** | **3** | * 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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| Loss of valuables | Lost items | * Students
 | **2** | **1** | **2** | * 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 theft, e.g. via telephone
* Stay away from large gatherings or demonstrations
* Encourage students to have insurance to cover valuables, including camera equipment.
 | **2** | **1** | **2** | * Ensure vigilance when In crowded areas where the chance of theft is high.
* Encourage students to keep belonging with them when possible
 |
| Students becoming lost | Distressed students | * Students
 | **2** | **1** | **2** | * Should a student become lost, students will be encouraged to message the committee through a designed chat.
* Encourage all participants to swap numbers before trip
* Organisers collect Students contact details prior to trip to ensure contact in the event of a lost student. All information must be stored securely and used for the sole purpose of contacting lost or distressed students.
 | **2** | **1** | **2** | * Students will be encouraged to stay in groups at all time.
* Organisers to share trip itineraries were applicable
* Organisers will take regular head counts and ensure students keep pace with the group.
* Apply the rule of three, if students are leaving the larger group they must be in groups of no less than three to ensure safety in case of an incident
 |
| Inappropriate behaviour – from others or students  | Distressed students, members of the public | * Students
* Members of the public
 | **1** | **1** | **2** | * Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services
* 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
 | **1** | **1** | **2** | * 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
* Ensure participants have access to mobile phone
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| Medical Emergency  | Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation. | Student participants  | **3** | **5** | **15** | * advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention and ensure the student is in a safe location
* Advise participants to bring enough medication for the trip duration and include an ingredients list and packaging (to support the 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 Guideline**s**
 | **2** | **5** | **10** | * Contact emergency services
 |
| Damage to Equipment | Distress to student | * Student
* Member of public
 | **2** | **2** | **4** | * Ensure students know how to handle equipment
* Educate students on the risks of broken glass, which can result from dropped lenses
* Ensure students have adequate insurance to cover themselves and their equipment
 | **1** | **2** | **2** | * Committee to observe students to ensure any incorrect handling of equipment can be highlighted and corrected
* Encourage students to ask committee questions if they are unsure of anything
 |
| Repetitive strain of shoulders and wrists from holding camera gear  | Discomfort and chronic pain as a result of repetitive holding of camera gear may encumber further use of said camera gear. | * Student
 | **3** | **1** | **3** | * Ensure all individuals are reminded to take regular breaks from holding heavy items
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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 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including emergency services information) | Trip Sec Jonah Bond | 25/02/23 whilst on the coach |  |  |
| 2 | Trip itinerary and details of travel shared with all participants | Trip Sec Jonah Bond | 20/02/23 |  |  |
| 3 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Trip Sec Jonah Bond | 11/02/23 |  |  |
| 4 | Organisers to check and pack a first aid kit | Trip Sec Jonah Bond / Committee attending | 24/02/23 |  |  |
| 5 | Organisers Severe Weather and Natural Disaster Check prior to departure  | Trip Sec Jonah Bond / Committee attending | 24/02/23 |  |  |
| 6 | Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out  | Trip Sec Jonah Bond | 4/02/23 |  |  |
| Responsible manager’s signature: JonahBond | Responsible manager’s signature: FinlayOliver |
| Print name: Jonah Bond | Date:14/02/23 | Print name: Finlay Oliver | Date 14/02/23 |

**Assessment Guidance**

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| 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 |

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| **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.

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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 |

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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.  |