

University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

Risk Assessment

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| Risk Assessment for the activity of | SUSU Theatre Group Edinburgh Fringe Festival Trip | Date | 02/05/2024 |
| Unit/Faculty/Directorate | Theatre Group | Assessor | Lily Akers |
| Line Manager/Supervisor | Kat Fevyer | Signed off | |

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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 | | | 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 | |
| Slips, Trips, Falls | Accident and/or Injury | - Students - Members of the public | 1 | 3 | 3 | - Group sizes are 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 also be encouraged to wear appropriate footwear when travelling by foot. | 1 | 3 | 3 | - 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/train there or back. | Members of the society on the trip | 2 | 3 | 6 | <ul style="list-style-type: none"> - Everyone has been informed to stay in groups of three or more. - Advice on mobile data plans has been given, as well as meeting points and general travel itinerary. - Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links. - One person from each small group will be expected to check their phone regularly | 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/tours officer will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. coach travel, airport/train station, hostel check-in and check-out). |
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| Transport: Cancellation/Diversions | Students not reaching intended destination | - Students | 3 | 1 | 3 | - Committee to review flight/train/coach times and any potential cancellations/diversions prior to the trip | 3 | 1 | 3 | <ul style="list-style-type: none"> - During the trip, the committee will regularly review flight/train/coach 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 | - Students - Members of the public | 3 | 2 | 6 | - Split students into smaller groups to avoid large groups forming | 3 | 1 | 3 | <ul style="list-style-type: none"> - Organisers to familiarise themselves with the location and destinations in advance. Itinerary provided where possible. E.g. use websites like trip advisor, google maps - Tours Officer to make easy meeting points and be aware of different groups' whereabouts. |

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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"> - Where possible students should avoid driving their own vehicles in the country. Travel by public transport, hire of coach/bus with reputable company - Buses without seatbelts are avoided if possible and never used on high speed roads - Student drivers: the driver will need to become familiar with local driving regulations. It is important to verify that the driver is actually licensed to drive a vehicle in the country to be visited, e.g. does the country to be visited recognize a British driving licence or is an International driving licence needed - 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 | 1 | 3 | 3 | <ul style="list-style-type: none"> - Contact local emergency services and laws on driving in the country. - 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 - Students will not be driving on this trip - Trains will be taken to the destination and while there only walking |
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| | | | | | | - Work on foot planned to avoid fast roads wherever possible. | | | | |
| 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 | 1 | 1 | 1 | - Should weather be deemed 'adverse', the tour will be cancelled |

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| <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>1</p> | <p>4</p> | <p>4</p> | <ul style="list-style-type: none"> - Students will be encouraged to stay in groups at all time. - 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 - Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety | <p>1</p> | <p>3</p> | <p>3</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 - <u> </u> 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 | <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. - If passport lost, make an official report and contact the nearest embassy or consulate | 2 | 1 | 2 | <ul style="list-style-type: none"> - Organisers to have a record of and to share details of the consular office for the nationality of each participant - Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |

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| Students becoming lost | Distressed students | - Students | 2 | 1 | 2 | - Should students become lost, students will be encouraged to message the committee through designed chat. Whatsapp, Facebook etc. - Encourage all participants to swap numbers before trip | 2 | 1 | 2 | - Students will be encouraged to stay in groups at all times. - Organisers to share trip itinerary were applicable |

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| Inappropriate behaviour – from others or students | Distressed students and members of the public | <ul style="list-style-type: none"> - Students - Members of the public | 1 | 1 | 1 | <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 | 1 | 1 | 1 | <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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| Incident- Experience of terrorism | Distress, serious injury, fatality | <ul style="list-style-type: none"> - Students - Public - Wider student community etc | 3 | 5 | 15 | <ul style="list-style-type: none"> - 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 - In case of an incident follow Run, Hide, Tell guidance. follow the advice of in-country emergency service - Stay away from large gatherings or demonstrations | 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 |
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| | | | | | | - Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access | | | | |

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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> | <ul style="list-style-type: none"> - Students - Public - Wider student community etc | <p>3</p> | <p>5</p> | <p>15</p> | <ul style="list-style-type: none"> - Stay away from large gatherings or demonstrations - Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access - 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 - Regular checks with travel company prior to departure | <p>2</p> | <p>5</p> | <p>10</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 as a result of a poor response to a previous medical situation. | - Students | 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 the country (not to call home first!) - Advise 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 |
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| Drowning- tours/trips by the sea, lakes etc, activities involving water | Serious injury/fatality | - Students | 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 taking into account location and weather |
|---|-------------------------|------------|---|---|----|---|---|---|---|--|

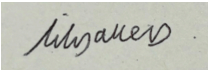
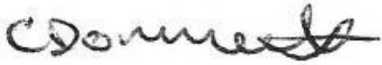
PART B – Action Plan

Risk Assessment Action Plan

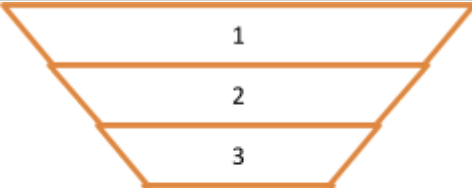
| Part no. | Action to be taken, incl. Cost | By whom | Target date | Review date | Outcome at review date |
|----------|--|------------|-------------|-------------|------------------------|
| 1 | Organisers to ensure appropriate travel insurance has been secured by/for each participant | Lily Akers | 10/08/24 | | |

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| 2 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Lily Akers | 10/08/24 | | |
| 3 | Trip itinerary and details of hotels/flights/trains shared with all participants | Lily Akers | 10/08/24 | | |
| 4 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Lily Akers | 10/08/24 | | |
| 5 | Organisers to check and pack a first aid kit | Lily Akers | 16/08/24 | | |
| 6 | Organisers Severe Weather and Natural Disaster Check prior to departure | Lily Akers | 16/08/24 | | |
| 7 | Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks are carried out, and research laws on licencing Book appropriate travel insurance/cover | Lily Akers | 17/08/24 | | |
| Responsible manager's signature:  | | | | Responsible manager's signature:  | |
| Print name: LILY AKERS Date: 2/5/24 | | | | Print name: CICELY DONNETT Date: 2/5/24 | |

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 | |

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| 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 | |

Risk process

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.

| | | | | | | |
|--|---|--------|----|----|----|----|
| 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 | | | | |

| 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. |