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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Indian Society and Asian Cultural Society overseas trip to Mallorca** | | **Date** | 28.01.2023-30.01.2023 |
| **Unit/Faculty/Directorate** | Indian Society and Asian Cultural Society | **Assessor** | Yashvi Depala, Maneesh Vankina, Sonia Shah,Urvi Sacicant | |
| **Line Manager/Supervisor** | Malvika Saxena, Navya Gulati | **Signed off** | Yashvi Depala, Maneesh Vankina, Sonia Shah,Urvi Sacicant | |

**PLEASE USE THIS SECTION TO UPDATE/AMMEND/ADD ANY INFORMATION REQUIRED. IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR RISK ASSESSMENT PLEASE CONTACT XXXXXXXXXXXXXX FOR FURTHER INFORMATION.**

**PLEASE NOTE AS A COMMITTEE IT IS ESSENTIAL THAT YOU HAVE A RISK ASSESMENT IN PLACE PRIOR TO ANY ACTIVITY OR TRIP**

| ***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 * Committee Members | **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. * Any spillages will be cleaned up immediately | **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 * Emergency services to be called in event of major injury   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **URVI SACICANT:**  07397393883  **SONIA SHAH:**  07443629749 |
| Individuals getting lost while on the trip. | Missing the flight there or back.  Missing the coach  Being separated from the group | * Student | **2** | **3** | **6** | * Everyone has been strictly 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. * 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 * Students are not to wander off on their own * All students will be required to show the installation of Google Maps on their Phone. * Students will be required to note down the address and name of the hotel * Students required to carry small amounts of cash to be used as emergency fund | **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). * The hotel will be a designated meeting point during the duration of the trip. * Students will save the address of the hotel to their phone so that they will be able to navigate themselves back to the hotel. * In the event students get lost and lose their phone, they can use cash to pay for a taxi back to the hotel * Hotel Reception Staff will be informed of committee contact details. Once student is at hotel, they can contact the rest of the group   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **URVI SACICANT:**  07397393883  **SONIA SHAH:**  07443629749 |
| Transport: Cancellation/Diversions | Students not reaching intended destination | * Students | **3** | **1** | **4** | * Committee to review Flight times and any potential cancellations/diversions prior to the trip and inform all students | **3** | **1** | **4** | * During the trip, the committee 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 * Committee will maintain contact details of flight operator to ensure that transport can be arranged at the next available opportunity   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **URVI SACICANT:**  07397393883  **SONIA SHAH:**  07443629749 |
| Travelling around location | Large groups forming  Groups splitting apart and members getting lost | * Students * Members of the public | **3** | **2** | **6** | * Split students into smaller groups to avoid large groups forming * Each group will be assigned one of the presidents as a group leader who will ensure all students are accounted for * Students will be reminded not to engage in anti social behaviour | **3** | **1** | **4** | * Organisers to familiarise selves with location and destinations in advance. Itinerary provided were possible. E.g. use websites like trip advisor, google maps * Committee to plan for alternative action plans in the event that activities are cancelled   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **URVI SACICANT:**  07397393883  **SONIA SHAH:**  07443629749 |
| Traffic- accident or collision  Water Activities - accidents | Death or major injury | * Students * Members of the Public | **1**  **3** | **5**  **5** | **5** | * 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 will not be used * Verbal warning of risk * Committee will 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. * Ensure presence of Lifeguards when engaging in any water related activities. * Students with lifeguard training will be present * Students will only be permitted into the water in large public areas where coastguard is present * Students are not to get in the water in areas where visibility or population is low. | **1** | **3** | **3** | * Contact local emergency services and laws on driving in the country. * Committee will save local emergency services contact information * 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 travel insurance and access to details * Committee will save Lifeguard information upon attendance at the beach * Students will contact Lifeguards   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **URVI SACICANT:**  07397393883  **SONIA SHAH:**  07443629749 |
| 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 * Committee will also keep a close eye on weather updates of the country travelling to in the lead up to the trip | **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 times. * Trip organisers to familiarise selves 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 | **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> |
| Loss of valuables | Lost items | * Students | **2** | **1** | **2** | * All attendees will be warned prior to the trip to keep valuables secure and hidden * Students will be advised to keep their wallet and handbags nearby them at all times when out and about. * 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** | * Organisers to have a record of & 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 |
| 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 * Students will have committee members phone numbers prior to the trip. | **2** | **1** | **2** | * Students will be encouraged to stay in groups at all times. * Organisers to share trip itinerary were applicable   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **URVI SACICANT:**  07397393883  **SONIA SHAH:**  07443629749 |
| 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 and let event organisers know if they feel comfortable to share to discuss further matters abroad. * 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. Only take drinks from the bartender. | **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 in country * Ensure participants have appropriate insurance and access to mobile phone |
| Incident- Experience of terrorism | Distress, serious injury, fatality | Students  Public  Wider student community etc | **3** | **5** | **15** | * 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 including all event organisers phone numbers * Participants to have a copy of passport and insurance documents * In case of an incident follow [**Run, Hide, Tell guidance.**](https://www.met.police.uk/SysSiteAssets/media/downloads/central/advice/terrorism/run-hide-tell-information-leaflet.pdf) 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 | **2** | **5** | **10** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details - this will be done before the trip as all event organisers will comply to allow them to come once insurance is booked * Contact in country emergency services and consular office |
| Incidents restricting travel and health- Natural Disasters, pandemics, political incidents | Distress, serious injury, fatality, inability to return home | Students  Public  Wider student community etc | **3** | **5** | **15** | * 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 * Covidpasses if needed | **2** | **5** | **10** | * 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 |
| 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 in the 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 Guideline**s** * Organisers to familiarise self and brief participants on local medical facilities | **2** | **5** | **10** | * 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   **ALL PARTICIPANTS WILL HAVE CONTACT NUMBERS FOR THE PRESIDENTS**  **YASHVI DEPALA:** 07500834127  **MANEESH VANKINA:** 07483220779  **URVI SACICANT:**  07397393883  **SONIA SHAH:**  07443629749 |
|  | Serious injury/fatality | Student participants | **3** | **5** | **15** | * Participants to obey local laws and follow local advice on tides etc This information will be done before we set out anywhere to go near the sea/lakes by event organisers of the trip * 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 when dark | **2** | **5** | **10** | * 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 |
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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 | Before booking trip organisers to investigate country information and region safety via government FCO Website- <https://www.gov.uk/foreign-travel-advice> | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.10.22 | | 25.10.22 | Chance of forest fires. Chance of Terrorist attacks occuring.  Risks are not greater to students than those experienced in the UK. | |
| 2 | Organisers to ensure appropriate travel insurance has been secured by/for each participant | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.11.22 | | 25.11.22 | Each student will need to buy travel insurance and sent a copy of their travel insurance to the organisers. This will be a reliable method for all in case of forgetfulness. | |
| 3 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.11.22 | | 30.01.2023 | Participant briefing will be consistent as there will be some before the trip, before the flight, after the flight, after we reach the hotel. This ensures a strict rules and regulation guideline for all students to follow. | |
| 4 | Trip itinerary and details of hotels/flights shared with all participants | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.11.22 | | 28.01.2023 | Itinerary will be copied and sent to all individuals who are coming to the trip. Organisers will have a copy of all of the itinerary and hotel and flight booking confirmations. | |
| 5 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.11.22 | |  | A shared document and a piece of paper will be given to all students prior to arriving at the country chosen to make sure that they are aware of all emergency contact details that all organisers have accumulated in case of any emergencies. Additionally, there will be a check and a verbal consent from all students that they understand and have all contact numbers down on their phones or that piece of paper is kept safe. This ensures reliability and awareness. | |
| 6 | Organisers to check and pack a first aid kit | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.11.22 | |  |  | |
| 7 | Organisers Severe Weather and Natural Disaster Check prior to departure | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.11.22 | |  |  | |
| 8 | Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out, and research laws on licencing  Book appropriate travel insurance/cover | Maneesh Vankina, Sonia Shah, Urvi Sacicant, Yashvi Depala | 25.11.22 | |  |  | |
| Responsible manager’s signature: | | | | | Responsible manager’s signature: | | |
| Print name: MANEESH VANKINA, YASHVI DEPALA, | | | | Date: 09.10.2022 | Print name: SONIA SHAH, URVI SACICANT | | Date: 14.10.2022 |

**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** | | | | |



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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. |