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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **De Paddel – ABROAD (Belgium)** | | **Date** | 05/08/22-(07)08/08/22 |
| **Unit/Faculty/Directorate** | Hollie Jackson – Secretary | **Assessor** | Hollie Jackson | |
| **Line Manager/Supervisor** | Rowan Kettle - President | **Signed off** |  | |

This Risk Assessment is acting as a ‘tournament/tour specific’ supplementary RA to the most recently uploaded General RA on SUSU entitled *‘*[*October Edit to RA (12/10/2021)*](https://www.susu.org/groups/risk/196_1634035298.docx)*’.*

The tournament is to be played on outdoor pitches, as with river sessions. Location specific alterations are found in the ‘Tournament’ section of this risk assessment.

Number of intended attendees: 8

All attendees will be instructed to read this Risk assessment before the tournament

Ferry Port outbound (UK): Dover

Campsite: Dikkebusvijverdreef 29 – 8900 IEPER, Belgium

Pitches Location: Kanoclub De Paddel, Dikkebusvijverdreef 29, 8900 Ieper, Belgium

Ferry Port inbound (France): Dunkirk/Calais

French Emergency Services: 112

Belgian Emergency Services: 100 or 112

Local Hospital: Jan Yperman Ziekenhuis, Briekestraat 12, 8900 Ieper, Belgium (within 15 minutes’ drive of camping and pitches)

| ***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** |
| ***General Travel/Tour*** | | | | | | | | | | |
| Slips, Trips, Falls | Accident and/or Injury | * Students * Officials or coaches or referees * Members of the public | **1** | **3** | **3** | * 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 (including to and from the water). * On the ferry attendees encouraged to sit and stay away from the edge particularly in stormy weather. * Committee to ensure that attendees are aware of first aiders and of the location of the first aid kit. * Small group of attendees ensuring that we can monitor the surroundings adequately | **1** | **3** | **3** | * Should injury occur, Committee to contact appropriate emergency services. (SEE PAGE 1) * Apply first aid (counted among kit and supplied at pitch side) as necessary. * Organisers supplying first aiders. * Committee to report to SUSU Duty Manager as soon as possible and follow incident report procedure. |
| Individuals getting lost while on the trip. | Missing the ferry/transport there or back. | * Attendee * Driver * All attendees | **2** | **3** | **6** | * Drivers to ensure their passengers are in the vehicle at embarking and disembarking the ferry as well as upon leaving any and all rest stops. * To this end, phone numbers to be shared between attendees as necessary. * All attendees to corroborate on stops and plans whenever possible, ensuring an active and productive group chat. * Advice on mobile data plans has been given, as well as meeting points and general travel itinerary. * Attendees to be aware of the risk of travel and move in groups of at least two, informing others of their potential whereabouts. * Group to be aware of potential danger of tour, and chose to eat and visit ‘safe’ places which can be identified via good reviews on websites such as trip advisor. * 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. * The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. ferry and camping check-in and check-out). |
| Transport: Cancellation/Diversions | Attendees not reaching intended destination | * Attendees * Team members | **3** | **1** | **4** | * Committee to review ferry disembarking times and any potential cancellations/diversions prior to the trip | **3** | **1** | **4** | * During the trip, the committee to regularly review times to check for any possible cancellations and diversions. |
| Travelling around location | Large groups forming, getting lost, accosted, in an altercation and/or pick-pocketed. | * Attendees * Members of the public | **3** | **2** | **6** | * Avoid large crowds | **3** | **1** | **4** | * Organisers to familiarise self with location and destinations in advance. Itinerary provided were possible. E.g. use websites like trip advisor, google maps |
| Traffic- accident or collision | Death or major injury | * Attendees * Members of the Public | **1** | **5** | **5** | * Where possible students should avoid driving own vehicles in country. * Seatbelt always used. * 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 license or is an international driving license needed. * Verbal warning of risk * Encourage students to use pedestrian crossings wherever possible. * Work on foot planned to avoid fast roads wherever possible. * When boarding ferry, remain in vehicle until surrounding cars are similarly stationary and parked. * Ensure the car is parked according to the regulations of the ferry. * Do not drive having consumed alcohol. * Ensure regular breaks to avoid tiredness, these are also to be encouraged by persons in the vehicle and the committee. * Where possible, have multiple drivers per vehicle * Leave enough time for the journey and plan the route beforehand to avoid rushing * Always follow the highway code and laws of respective countries (UK and Belgium), committee to check over and notify drivers of such. | **1** | **3** | **3** | * Contact local emergency services and laws on driving in 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 (GHIC Card) and access to details. * Drivers to be reminded of particulars of driving abroad and of parking on the ferry prior and during the trip. |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather.  Loss of boats from transport resulting in damage of equipment, damage to transport and potential car accident. | * Attendees * All attendees if therefore unable to form whole team or driver is affected. | **1** | **2** | **2** | * Advise attendees to take appropriate clothing i.e. waterproofs, hat, sun cream * Ensure the weather is checked frequently before the trip and attendee notified of the forecast and resulting hazards at least 24 hours before the trip begins. * If the wind is significant, the driver primarily to assess their ability to drive with boats on the roof and ultimately decide whether or not to drive for the trip. * Secondly, the committee to ensure the trip does not go ahead if the conditions are averse to boat transport (i.e. lightning storm or significant storm-level high winds). | **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 | * Attendees   - Members of the public | **1** | **4** | **4** | * Attendees encouraged to stay in ‘car’ groups at all time (a group of at least 2). * Committee to familiarise themselves with countries emergency phone numbers. (SEE PAGE 1) * 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 an attendee 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 (SEE PAGE 1) * Committee to 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, loss of potential medically necessary items (inhalers). | * Attendees | **2** | **3** | **6** | * 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 * Participants to bring a photocopy of their passport. * If passport lost, make an official report and contact the nearest embassy or consulate. * Ensure those with medically necessary supplies bring spares and place them in different bags (or with different attendees) so in the event of losing one of these supplies, another is still readily available. | **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 (i.e. GHIC card on person). |
| Attendees becoming lost | Distressed attendees | * Attendees | **2** | **1** | **2** | * Should attendees become lost, students will be encouraged to message the committee through the De Paddel group Facebook chat. * Encourage all participants to swap numbers before trip. | **2** | **1** | **2** | * Attendees will be encouraged to stay in groups at all time. * Committee to share trip itinerary. |
| Inappropriate behaviour – from others or attendees | Distressed attendees, members of the public | * attendees * Members of the public | **1** | **1** | **2** | * 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** | **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 | * Attendees * Public * Wider student community etc | **3** | **5** | **15** | * Committee to encourage participants to research the political situation of the country they are entering, using the FCO website. * Committee will research specific region of travel within the country, considering FCO advice and the make-up of group (e.g. nationalise, religious restrictions etc) * Each attendee 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.**](https://www.met.police.uk/SysSiteAssets/media/downloads/central/advice/terrorism/run-hide-tell-information-leaflet.pdf) Follow the advice of in-country emergency 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 * 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 | Attendees  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 * Committee 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 * Committee 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 | **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 |
| Travel | Virus Transmission | Members of the public. People in the vehicle | **3** | **4** | **12** | * If symptomatic, attendees advised to not travel and self-isolate * Sanitise regularly. * Lateral flow test encouraged if available before tournament | **2** | **4** | **8** | * Lateral flow tests to be carried by trip leader and used if necessary to ascertain the steps necessary to continue with the trip. * French government no longer mandates use of masks on public transport or places. * If you test positive for COVID-19 in France and you're fully vaccinated (including a booster) or if you've had COVID-19 in the last 4 months, **you must self-isolate for 7 days from the day on which you first develop symptoms, or 7 days from the date of the positive test result**. * If in France call 112 for emergency services if necessary. |
| 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. | 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 country. * Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) * Advise participants to pack medication in multiple bags/locations so that if one lot is lost, some medication is still available. * Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guideline**s** * Relevant committee to carry personal info in a water tight and sealed container, and only to open/use if necessary and to dispose of after the trip. * Committee to familiarise self and brief participants on local medical facilities | **2** | **5** | **10** | * Ensure each participant has booked appropriate insurance (GHIC) for the duration of the trip and has access to insurance details * Contact in country emergency services (SEE PAGE 1) and consular office * Encourage participants to Check legal restrictions on import /export controls on medications |
| Drowning- Ferry and activities involving swimming/water outside of tournament play. | Serious injury/fatality | Attendees | **3** | **5** | **15** | * Participants to obey local laws and follow local advice on tides etc * Ideally swimming should be avoided when no lifeguard provision is available, every swimmer must have an on-bank buddy to ensure safety. * Follow FCO guidance on country safety on tidal patterns. * Advise 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. | **2** | **5** | **10** | * Ensure each participant has booked appropriate insurance (GHIC) for the duration of the trip and has access to insurance details * Contact in country emergency services (SEE PAGE 1) and consular office * Ongoing dynamic risk assessment taking into account location and weather |
| Boats falling from transport | Damage to equipment, injury to observer or those in proximity | * Nearby attendees * Equipment (boats and other nearby) * All attendees (through lack of sufficient equipment to compete safely). | **2** | **3** | **6** | * Ensure thorough strapping of boats and train members to do this safely. * A second person (usually the driver) is then responsible for checking this before departing * Front seat passenger to check the security of bindings throughout the transport. * Driver to stop as soon as possible and safe to in order to change or tighten bindings, and not to drive again until bindings and boats are secure and it is safe to do so. | **1** | **3** | **3** | * Call emergency services as required (SEE PAGE 1) * Administer first aid as required * Committee to 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> |
| Boats | Strain while carrying/injury to attendee while manually transporting equipment | * Carrier/attendee | **1** | **3** | **3** | * Boats are light (carbon) and therefore easily transportable. * Attendees are encouraged to be familiar with boat transport and therefore unlikely to injure themselves * Some sharp edges are present, first aid and disinfectant/splinter removal is possible. | **1** | **2** | **2** |  |
| Ferry | Seasickness, illness and resulting fatigue | * attendee | **3** | **1** | **3** | * affected attendees encouraged to bring sufficient medication/coping methods and helped by other attendees or committee where necessary. | **3** | **1** | **3** |  |
| ***Accommodation - Camping*** | | | | | | | | | | |
| Security of tents | Theft of personal or club belongings (i.e. kit).  Risk of violence. | * Attendees of the tournament. * Public using campsite. | **2** | **4** | **8** | * Ensure valuable belongings are kept in a locked car, either at pitch side or campsite parking (at the owner’s prerogative). * Overnight, store boats and kit in safe place, i.e. van or tent where their absence will be quickly noticed, or they are ‘secure’. | **1** | **4** | **4** | * Call emergency services as required. (SEE PAGE 1) |
| Issues to attendees’ welfare in the tents. | People could get aggravated at each other in respective tents etc. | * Tent-mates. * Attendees of the tournament. | **2** | **4** | **8** | * Adopt a certain fluidity as to tent allocations. * Ensure the attendees know who they can talk to if an issue arises in order to deal with it quickly. * Welfare (or other committee) to ensure everyone is comfortable with the allocations and be available for issues as they arise. | **1** | **4** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required (SEE PAGE 1) * Committee WIDE training, course open to members of the club. * An action plan has been created with potential issues that may arise and how to sort them. |
| Injury caused by trip hazards (i.e. guide ropes). | Broken bones  Bruising | * Attendees of the tournament * General public. | **3** | **3** | **9** | * Encourage members to keep a tidy sleeping area and pitch site. * Committee to identify any significant tripping hazards and mitigate them (i.e. marking with high vis.), in addition to raising awareness and ensuring a clear route to and from tent entrances. | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required (SEE PAGE 1) |
| Alcohol consumption | Participants may become at risk as a result of alcohol consumption.  Poor decision making.  Lack of coordination, leading to increase injury risk. | * Tournament attendees | **3** | **5** | **15** | * Members are responsible for their individual safety and are expected to act sensibly when consuming alcohol. * Initiation behaviour not to be tolerated and drinking games to be discouraged. * Committee to identify individuals who appear to have drunk too much and indicate for them to stop, as well as offering them water etc. | **2** | **5** | **10** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Call emergency services as required (SEE PAGE 1) * Committee training * No alcohol to be brought inside the collage buildings. |
| Virus transmission | Individuals catching coronavirus whilst staying in the tents  Potentially resulting inability to return through France if testing positive. | * Attendees camping | **2** | **4** | **8** | * Encourage use of outdoor space during duration of camping. * Lateral flow test encouraged before the tournament. Members are also encouraged to be vaccinated. | **2** | **4** | **8** | * Call emergency services as required (SEE PAGE 1) * If case confirmed, testing on return from the tournament to help control the spread through the club can be recommended/suggested. * COVID restrictions in Belgium:   “Wearing a face mask remains mandatory for those above 12 years old in hospitals, pharmacies and when visiting GP surgeries.”  “When you enter shops disinfect your hands first.”  “You are recommended to use a mouth-nose mask when on public transport” |
| Attendee starts to exhibit COVID symptoms whilst at the tournament. | Virus transmission across attending members, further complications due to covid.  Potentially resulting inability to return through France if testing positive. | - Attendees  - Public observing/in close proximity. | **3** | **2** | **6** | * Lateral flow testing encouraged before the event. * If member is exhibiting symptoms, mask wearing in cars indoors encouraged. * Lateral flow tests to be brought with so that a test can be done if needed and symptoms exhibited. * Attendees will be encouraged to keep distance from a member who is exhibiting symptoms of the virus.  If the ill attendee wishes, the club can organise transport back to Southampton. | **3** | **1** | **3** | * Call emergency services as required (SEE PAGE 1) * If case confirmed, testing on return from the tournament to help control the spread through the club can be recommended/suggested. * COVID restrictions in Belgium:   “Wearing a face mask remains mandatory for those above 12 years old in hospitals, pharmacies and when visiting GP surgeries.”  “When you enter shops disinfect your hands first.”  “You are recommended to use a mouth-nose mask when on public transport” |
| Weather | Hypothermia or overheating. Flooding or dampness in tents, affecting attendees kit and therefore preparedness for the following day(s). | * Camping Attendees | **2** | **4** | **8** | * Wind: guide ropes to be used if necessary. * Temperature: attendees advised to bring sufficient clothing and camping kit (appropriate sleeping bag and roll mat (and tent in some cases)). * Precipitation: Tents checked for weather resistance prior to the event. * Foil blanket and spare kit to be taken by committee members. | **1** | **3** | **3** | - Call emergency services as required (SEE PAGE 1)  - possibility of sleeping in cars/vehicles is necessary  - Forewarning shall be given on the forecast closer to the date.  - Warm showers available on campsite. |
| ***Tournament*** | | | | | | | | | | |
| Injury due to gameplay | Severe injury | * Players | **4** | **5** | **20** | * All players to be aware of the rules and their necessity in reducing the risk of game play. * All players to abide by the rules and be supervised by the referees during gameplay to ensure the rules are followed. * Removal from the tournament of players who fail to do this to a punishable (deliberate, dangerous, repeated) extent. * Correct kit to be worn at all times during gameplay and on the water. | **2** | **4** | **8** | * First aid kits to be available pitch side * Staff trained in first aid available at the event. * Call emergency services as required (SEE PAGE 1) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Long standing injury or minor severe injuries with no open wounds. | Repetitive strain  Aggravation of prior injuries  Sprains/strains or similar minor injuries. | * players | **4** | **3** | **12** | * Awareness of relevant prior injuries on entrance to club, and continuing injuries through the course of membership and training. * Potential removal from gameplay for the remainder of the tournament, on medical suggestion or in regards to player’s wellbeing. | **2** | **3** | **6** | * Transport to close minor injuries as needed to be arranged by committee. (SEE PAGE 1) * First aid kits to be available pitch side * Staff trained in first aid available at the event. * Call emergency services as required (SEE PAGE 1) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Open wounds | Diseases and infections | * players | **3** | **4** | **12** | * Affected player to ensure the dressing and disinfecting of open wounds prior to gameplay and when appropriate. * Suggesting no/limited gameplay to those with larger open wounds. | **1** | **3** | **3** | * First aid kits to be available pitch side * Transport to close minor injuries as needed to be arranged by committee. (SEE PAGE 1) |
| Water | Drowning, due to possible head injury of inability to swim sufficiently or being trapped or pinned.  Similar injury/hazardous condition due to inhalation of water or lack of oxygen. | * Players * Referees * Attendees | **2** | **5** | **10** | * All players to be aware of the rules and their necessity in reducing the risk of game play, and to abide by them in order to prevent disabling injuries. * Referees to mind their own safety pitch side foremost, and control gameplay to ensure safety of player and themselves. * Attendees (non-players) to keep clear of gameplay and referees in accordance with the rules of gameplay. * Approved buoyancy aids and kit to be worn on the water and pitch side. * Players ensured capable of swimming normally due to swim and safe capsize test on entry to the club. * Players to be capable of both signalling for a ‘T-rescue’ and both giving one and receiving one as per training through the club. * Players to be aware or signal if teammate or competitor is in distress. | **1** | **5** | **10** | * Kit must pass scrutineer in order to adhere to regulations set by the BCU before gameplay with said kit is allowed. * Staff trained in first aid available at the event. * Call emergency services as required (SEE PAGE 1) * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) * Transport to close minor injuries as needed to be arranged by committee. (SEE PAGE 1) |
| Dehydration/ lack of sufficient food. | * Fainting, * Dizziness * Headaches * More serious conditions | * Attendees | **2** | **3** | **6** | * Attendees to be informed of potential sources of food and water pitch side and prior to/on travel to the tournament. * Attendees to be advised prior to the tournament what meals will be provided and what will not and be encouraged to bring (more than) sufficient snacks and drinks. | **1** | **3** | **3** | * Refreshments will be available on the quayside * NOTE: Cooking equipment, gas bottles etc on the quayside is strictly forbidden |
| Injury (minor or to the extent to the hazard is as such) to the driver during gameplay. | * Inability for team to return within proposed time schedule. * Inability to transport kit back. | * Driving attendee * Passenger attendees | **3** | **4** | **12** | * Drivers to consider insuring another driving-able attendee on their car insurance prior to the tournament. * In the event that the car is unable to return to the UK, secondary transport to be taken to the ferry (bus/taxi) through safe, legal and professional means. * Or in the case of lacking the ability to attend the (or any) ferry crossing, the arranging of transport to the airport and consequent flight. * Drivers to observe the measures (as with all attendees) in place to reduce the likelihood of injury in gameplay. | **1** | **4** | **4** | * Committee to consider a plan for this eventuality, recorded separately to this document. |

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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> | Hollie Jackson / Rowan Kettle | 01/07/2022 | | 29/07/2022 |  | |
| 2 | Organisers to ensure appropriate travel insurance has been secured by/for each participant | Daniel Hibbins | 15/07/2022 | | 29/07/2022 |  | |
| 3 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Hollie Jackson / Daniel Hibbins / Rowan Kettle | 29/07/2022 | |  |  | |
| 4 | Trip itinerary and details of hotels/flights shared with all participants | Hollie Jackson/ Daniel Hibbins | 29/07/2022 | |  |  | |
| 5 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Rowan Kettle | 15/07/2022 | | 29/07/2022 |  | |
| 6 | Organisers to check and pack a first aid kit | Rowan Kettle | 04/08/2022 | |  |  | |
| 7 | Organisers Severe Weather and Natural Disaster Check prior to departure | Rowan Kettle | 29/06/22 | | 01/08/22 and 04/08/22 |  | |
| 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 | Rowan Kettle | 04/08/2022 | |  |  | |
| 9 | Organisers to consider and roughly plan for unlikely eventualities. (Such as drivers being unable to return). | Rowan Kettle/ Daniel Hibbins | 15/07/2022 | | 29/07/2022 |  | |
| Responsible manager’s signature: Hollie Jackson | | | | | Responsible manager’s signature: | | |
| Print name: Hollie Jackson | | | | Date: 08/07/2022 | Print name: Rowan Kettle | | Date: 08/07/2022 |

**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** | | | | |

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. |