|  |
| --- |
| **Risk Assessment** |
| **Risk Assessment for the activity of** | **LOST! 2023** | **Date** | **13/06/2023** |
| **Unit/Faculty/Directorate** | **RAG** | **Assessor** | **Lauren Grove** |
| **Line Manager/Supervisor** | ***Amy Moir*** | **Signed off** | ***AMY MOIR*** |

| ***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** |  | **Residual** | **Further controls (use the risk hierarchy)** |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | **Likelihood** | **Impact** | **Score** |
| Students getting lost  | Anxiety or fear  | Participants | **1** | **3** | **3** | Participants will have contact number of HQ on their group phone to contact at all times during their experience and on hand to provide guidance and step-in if panic prevents continuing.  | **1** | **1** | **1** | All participants will have their personal phones on them to phone the HQ number and will be in a groupchat with the minibus drivers to arrange emergency pickup if required. |
| Slips, trips and falls  | Physical injuries including bruising, fractures, broken bones.  | Participants  | **2** | **3** | **6** | Students will be asked to be at a standstill when messaging their hourly locations to minimise risk of falls. Encouragement of planned routes. | **2** | **1** | **2** | Each team to have small first aid kit, first aid kits kept on the bus. Emergency HQ number able to send minibus drivers to collect any injured team members. Seek medical attention from emergency services if required.Fill out [SUSU Incident Report](https://forms.office.com/Pages/ResponsePage.aspx?id=-XhTSvQpPk2-iWadA62p2PcC9RGrdYtPljq8B5dtgmtUQ1I5TldQOVhFQkNZWElPTTc1N0dZOEE1My4u) in ALL cases of injury. |
| Loss or theft | Loss of important items | Participants and Volunteers | **2** | **2** | **4** | Singular drop-off point for any baggage participants do not want to take with them which will be constantly supervised. Students reminded at briefing they should not take any unnecessary valuable items. | **2** | **1** | **2** | Report any theft to local police. |
| Safety of strangers | Threat or danger as a result of entering a vehicle alone or without sufficient information.  | Participants | **2** | **4** | **8** | Reminded at safety briefing the expectations of not splitting up under any circumstances, and to contact HQ every time they enter a vehicle or transport with as much detail as possible (e.g. 10:27 train to Southampton Central, Blue Ford Mondeo WL69 UBJ) | **1** | **3** | **3** | Safety briefing details will be provided in the handbook, which will be with the participant at all times. |
| Bad Weather | Dangerous terrain leading to injury, pneumonia, hypothermia etc.  | Particiapants | **1** | **3** | **3** | Low likelihood due to event in June, run through the day to avoid cold night temperatures. Participants advised to prepare for all weathers and ensure teams have suncream. | **1** | **2** | **2** | In the event of dangerous weather conditions the bus will pick participants up.  |
| Vehicles | Crashes, being hit, travel sickness etc. | Participants | **2** | **4** | **8** | Participants reminded ALL usual safety procedures needs to be ahered to, e.g. wearing seatbelts, crossing at lights, and not taking risks to get somewhere quicker. | **1** | **3** | **3** | Emergency HQ number able to send minibus drivers to collect any injured team members or members unable to continue due to travel sickness. Seek medical attention from emergency services if required.Fill out [SUSU Incident Report](https://forms.office.com/Pages/ResponsePage.aspx?id=-XhTSvQpPk2-iWadA62p2PcC9RGrdYtPljq8B5dtgmtUQ1I5TldQOVhFQkNZWElPTTc1N0dZOEE1My4u) in ALL cases of injury. |
| Bodily Requirements | Dehydration, food poisoning, allergic reactions, tiredness. | Participants, volunteers | **2** | **2** | **4** | Advise participants to take sufficient amounts of food and water with them. Participants reminded they are allowed to use their own money for water and food. Participants to make all group members aware of any allergies and to phone HQ if any illnesses occur as a result of improperly prepared food. | **1** | **2** | **2** | Driver able to collect and students unable to continue, minibus will have spare food, water and first aid kit.  |
| Terrain | Uneven terrain or muddy countryside areas might cause slips. | Participants | **2** | **2** | **4** | Advising participants that sensible footwear and clothes should be worn as location is not confirmed. Each team has First Aid Kit for minor trips or falls. | **2** | **1** | **2** | Emergency HQ number able to send minibus drivers to collect any injured team members or members unable to continue. Seek medical attention from emergency services if required.Fill out [SUSU Incident Report](https://forms.office.com/Pages/ResponsePage.aspx?id=-XhTSvQpPk2-iWadA62p2PcC9RGrdYtPljq8B5dtgmtUQ1I5TldQOVhFQkNZWElPTTc1N0dZOEE1My4u) in ALL cases of injury. |
| Conflicts | Team members, staff or drivers becoming aggressive. Mental harm.  | Participants, drivers, volunteers. | **1** | **2** | **2** | Advise participants that as a representative of the university they are expected to be friendly and gracious to all members of the public.Remind that groups cannot be split up. | **1** | **2** | **2** | If a conflict cannot be resolved teams are told to contact HQ.  |
| Medical Conditions | Flares or injury. | Participants | **2** | **3** | **6** | At the safety briefing we will ask that all medical conditions that could at all be a risk are disclosed privately to RAG president. Reminded to bringn required medication. | **2** | **2** | **4** | Call 999 in medical emergency and keep HQ informed so that driver can collect the individual if required.  |

|  |
| --- |
| ***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** |
|  | Safety Briefing on safety requirements, tracking details and emergency procedures. | Participants to attend. LG, AM and Bilaal to give talk.  | 02/06/2023 | 02/06/2023 |  |
|  | First aid kits given to each team, bigger first aid kit, food and water put in each bus used. | Committee | 13/06/2023 | 13/06/2023 |  |
|  | Handbooks with safety information to be printed and given to each team | Committee | 13/06/2023 | 13/06/2023 |  |
|  | Send safety briefing to Activities for approval | Committee | 02/06/2023 | 02/06/2023 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature: A. Moir | Responsible manager’s signature: L. GROVE |
| Print name: Amy Moir | Date: 22/05/2023 | Print name: Lauren Grove  | Date: 22/05/2023 |

**Assessment Guidance**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |
| --- | --- |
| 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.  |

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 |