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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Physoc CERN Trip** | **Date** | **16/09/2019-19/09/2019** |
| **Club or Society** | **Physoc** | **Assessor** | **Peter Shaw** |
| **President or Students’ Union staff member** | ***Peter Shaw*** | **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** |
| **DURING DOMESTIC TRAVEL** |
| Road traffic collision during domestic coach transit | Physical injury to person or property. | Driver, Passengers | **2** | **5** | **10** | Seatbelts are providedSeatbelts use to be mandatory | **1** | **5** | **5** | Activity lead will verify seatbelts are in proper and full use before travel. |
| Slips, trips, falls when loading or unloading passengers | Physical injury to person or property. | Driver, Passengers | **1** | **3** | **3** | Internal lighting to be in use before embarking or debarking. | **1** | **3** | **3** | Any individual that is disabled or incapacitated is to be assisted by activity lead and driver. |
| Road traffic collision when not in transit | Physical injury to person or property. | Driver, Passengers | **2** | **5** | **10** | Alight only in pre-determined drop locations provided by venue. | **1** | **5** | **5** | Any individual that is disabled or incapacitated is to be assisted by activity lead and driver. |
| Passenger illness | Physical injury to person. | Driver, Passengers | **2** | **3** | **6** | If any member of activity should be taken ill in transit, driver to redivert to nearest active A&E. Report incident to Activities co-ordinator at first safe opportunity. Ensure that any present first aiders are identified to attendees at the beginning of activity. |  |  |  |  |
| Unfit Driver | Road traffic collision during transit, speeding ticket etc. | Driver, Passengers | **3** | **5** | **15** | Ensure hired coach company offers appropriate training, is accredited and in possession of liability insurance and associated guarantees. | **1** | **5** | **5** | Contact information of coach company to be held by activity lead and right to refuse an incompetent coach driver to be exercised if necessary. |
| Unsuitable Transport or Transport breakdown | Road traffic collision during transit or while stationary, physical injury to person or property, stranded driver and passengers | Driver, Passengers | **2** | **5** | **10** | Ensure hired coach company offers appropriate credentials, is accredited and in possession of liability insurance and associated guarantees of travel replacement. | **1** | **5** | **5** | Contact information of coach company to be held by activity lead and right to refuse a coach in bad condition to be exercised if necessary. |
| Injury during any planned activity at venue | Injury to persons or property. | Attendees | **2** | **4** | **8** | Contact venue to arrange appropriate discussions on matters of risk management, follow venue’s risk control procedures. | **1** | **4** | **4** |  |

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| Attendees fail to present for return journey on time | Stranded attendees | Attendees | **3** | **2** | **6** | Ensure all attendees have contact information of activity lead, discourage individuals moving about alone. Have a secondary travel plan ready for individuals to execute should they miss the return transport. | **2** | **2** | **4** |  |
| **ON PLANE** |
| Any incident of illness or injury | Injury to persons or property | Attendees, other passengers on flight | **2** | **3** | **6** | Follow all flight attendant instructions. As soon as reasonably practical, inform tour operator and SUSU duty manager of incident. Follow the rest of this risk assessment if there are any delays to transit. | **2** | **2** | **4** |  |
| **WHILE ABROAD** |
| Delays or cancellations of flights or other necessary transport | Stranded attendees | Attendees | **2** | **2** | **4** | Ensure that: * activity leads have all relevant insurance contacts and information.
* tour operator and SUSU Duty Manager are made aware immediately upon delay or cancellation.
* all flights booked are protected under appropriate legislation and/or insurance if applicable.
 | **1** | **2** | **2** |  |
| Illness or injury while in a foreign country | Injury to persons | Attendees | **2** | **4** | **8** | Ensure that all attendees are aware of emergency ambulance number for Switzerland (144), and that all attendees are covered under insurance (EHIC or otherwise). Contact tour operator and SUSU Duty Manager immediately. | **2** | **3** | **6** |  |
| Becoming victim to a crime or non-medical emergency while in a foreign country | Injury to persons or property | Attendees | **2** | **4** | **8** | Ensure that all attendees are aware of emergency police number for Switzerland (117), and that all attendees (and possessions) are covered under reasonable travel insurance. Contact tour operator in all cases, and SUSU Duty Manager if critical possessions are damaged or lost, i.e. passport, or if unsure on what to do. | **2** | **3** | **6** |  |
| Any hazards associated with the visit to CERN | Injury to persons or property | Attendees | **2** | **3** | **6** | Ensure that Risk Assessment and other relevant paperwork from CERN is obtained beforehand and checked. | **2** | **3** | **6** |  |
| Drinking social in Geneva | Injury to persons or property, people getting lost in foreign city | Attendees | **3** | **3** | **9** | Have non-drinking chaperones present to keep track of attendees. Restrict social to a small number of establishments to limit confusion. Work with tour operator to limit social to reputable establishments. Ensure all attendees have contact details of trip lead and are aware of emergency numbers (117 for police, 144 for ambulance). | **2** | **2** | **4** |  |

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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** |
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| Responsible committee member signature: | Responsible committee member signature: |
| Print name: | Date: | Print name: | Date |

**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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| 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.

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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 |