

# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>SUCB/SUJB Belgium Tour</b>		<b>Date</b>	30/03/2025-04/04/2025
<b>Unit/Faculty/Directorate</b>	University of Southampton Music Societies (SUCB, SUJB)	<b>Assessor</b>	Tour Secretary Team	
<b>Line Manager/Supervisor</b>	Mollie Lee			
<b>Tour Company</b>	NST	<b>Signed off</b>	<b><i>Hannah Mulhern</i></b>	
<b>Accommodation</b>	St Christopher's Inn, Langestraat 135, 8000 Brugge, Belgium			

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<b>Hazard</b>	<b>Potential Consequences</b>	<b>Who might be harmed (user; those nearby; those in the vicinity; members of the public)</b>	<b>Inherent</b>			<b>Control measures (use the risk hierarchy)</b>	<b>Residual</b>			<b>Further controls (use the risk hierarchy)</b>
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			<b>l</b>	<b>p</b>	<b>o</b>		<b>e</b>	<b>a</b>	<b>r</b>	
			<b>h</b>	<b>a</b>	<b>r</b>		<b>l</b>	<b>t</b>	<b>e</b>	
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			<b>d</b>	<b>t</b>	<b>e</b>		<b>d</b>	<b>o</b>	<b>d</b>	
Slips, Trips, Falls	Accident and/or Injury	Students Members of the public	1	3	3	Group sizes 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	2	2	Should injury occur, organisers 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
Individuals getting lost while on the trip.	Arriving late for travel to and from country, excursions and anywhere else	User.	2	3	6	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. 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. Contact details for tour and welfare team are given to all.	1	2	2	The phone numbers of the organisers 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).

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Transport: Cancellation/Diversions	Students not reaching intended destination	Students	3	1	4	Committee to review coach and ferry times and any potential cancellations/diversions prior to the trip	3	1	4	During the trip, the committee to regularly review coach and ferry 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
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	4	Organisers to familiarise self with location and destinations in advance. Itinerary provided where possible. E.g. use websites like trip advisor, google maps

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Traffic-accident or collision	Death or major injury	Students Members of the Public	1	5	5	Where possible students should avoid driving own vehicles in county. 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 license or is an International driving license 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 Work on foot planned to avoid fast roads wherever possible.	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.- <a href="https://www.susu.org/contact.html">https://www.susu.org/contact.html</a> Ensure all participants have insurance and access to details

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			<b>o</b>							
			<b>d</b>							
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' this tour will be cancelled

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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 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.	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.- <a href="https://www.susu.org/contact.html">https://www.susu.org/contact.html</a>

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Loss of valuables	Lost items	Students	2	1	2	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	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 student 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 where applicable. Organiser will allocate numbers to each student to count members present and determine any missing persons

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Inappropriate behaviour – from others or students	Distressed students, members of the public	Students Members of the public	1	1	2	<ul style="list-style-type: none"> <li>- Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services.</li> <li>- 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.</li> <li>- 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</li> </ul>	1	1	2	<p>Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip</p> <p>Report all incidents following SUSU incident reporting guidelines.</p> <p>Contact emergency services in country.</p> <p>Ensure participants have appropriate insurance and access to mobile phone.</p>

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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	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.

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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.	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 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	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	Student participants	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. 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	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.
Injury whilst moving the tables, chairs and stands for performance set up	Back strain from moving large numbers of chairs. Crushing fingers. Minor injuries from bumping into chair legs.	Those moving stuff around, and anyone nearby.	2	3	6	Provide guidance and proper methods to move, pick up and lift chairs, tables and stands	1	3	3	Not required

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Injury whilst moving heavy equipment and musical instruments for performance	Back strains. Danger to feet when carrying heavy timpani drums. Crushing fingers. Damaging expensive equipment	Those involved in moving the equipment and anyone nearby.	3	4	12	Have everyone organised into teams by the tour secretaries. Expensive instruments should be looked after by those that play them to ensure they are not mistreated in any way.	1	4	4	Not required.
Bumps and collisions whilst playing. Dropping instruments	Damage to instruments and potential for small injuries.	Anyone playing in the rehearsal.	1	2	2	Everyone is experienced with their instruments so the chances someone drops something are very low. The risk can be reduced further still by ensuring everyone has plenty of space.	1	2	2	Not required
Noise Exposure	Hearing damage or loss from excessive repetitive noise levels	All members, especially those in close proximity to loud instruments such as Brass and Percussion	4	4	16	We will recommend our members to buy protective ear plugs, and ensure regular breaks to prevent over exposure	2	2	4	Not required

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Over-playing and rehearsing too long without a break	This can cause repetitive strain disorder	All members playing in orchestra	3	3	9	Orchestra should not rehearse or perform longer than 2 hours without a break	2	2	4	Not required
Injury whilst moving the baggage and heavy items to and from coaches and storage	Back strain from moving large numbers of chairs. Crushing fingers. Minor injuries from bumping into chair legs.	Those moving stuff around, and anyone nearby.	2	3	6	Provide guidance and proper methods to move, pick up and lift chairs, tables and stands	1	3	3	Not required

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Socials – including nights out and drinking.	Over intoxication, Getting lost, Risk of injury	Students and members of the public	3	4	12	All members advised not to over drink, All made aware of how to get back to the accommodation safely. All members advised to stay in groups and not go off on their own in unfamiliar places. Committee members to make sure everyone returns to the accommodation at the end of the night.	2	3	6	Emergency service numbers given to all members, At least one committee member to remain sober (potentially at the hostel) to be on call for those who may be struggling to find a way back.

## **PART B – Action Plan**

### **Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
1	Before trip organisers to investigate country information and region safety via government FCO Website- <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>	Tour Secretary Team	TBC		Tour team have checked all important information and rules in Belgium– nothing to note.

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2	Organisers to ensure appropriate travel insurance has been secured by/for each participant	Tour Secretary Team	TBC		All necessary insurance has been put in place
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Tour Secretary Team	TBC		List of instructions and important information sent to all members
4	Trip itinerary and details of hotels/flights shared with all participants	Tour Secretary Team	24/03/2025		Itinerary, important documents and contact information sent to all tour members
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Tour Secretary Team	10/03/25		Stored in a google sheet, only accessible by committee members
6	Organisers to check and pack a first aid kit	Tour Secretary Team	2 weeks before we leave		First aid kit to be kept with Courtenay throughout the week
7	Organisers Severe Weather and Natural Disaster Check prior to departure	Tour Secretary Team	Constant checks		Checked and advised – Nothing to note

Responsible manager's signature:

Print name: HANNAH MULHERN

Date: 13/03/25

Responsible manager's signature:

Print name: GEORGIA PAGE

Date: 15/03/25

## Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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# University of Southampton Health & Safety Risk Assessment

Version: 2.3/2017

2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
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	

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				

## 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.

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.