|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **Beach Clean with Marine Conservation Society (Weston Shore) 03/06/2023** | | **Date** | **24/05/2023** |
| **Club or Society** | **The University of Southampton Marine Conservation Society** | **Assessor** | ***Emma Shepherd – Vice President*** | |
| **Line Manager/Supervisor** | ***Laura Hodurova - President*** | **Signed off** |  | |

| ***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** |
| Proximity to the Sea on Beach Cleans | Falling in and potentially getting washed out to sea/stranded inland/ in shallow water | Participating society members | **2** | **5** | **10** | Participants will be told not to make direct contact with any water that is above ankle deep. Avoid carrying out activities on the coast in hazardous weather, e.g. high winds. Beach cleans will be carried out during low tide. | **1** | **5** | **5** | Suggest beach clean participants stay well away from the water edge regardless of depth and conditions. Call coast guard. Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Being in an unfamiliar place | A member getting lost or separated from the group | Participating society members | **2** | **2** | **4** | Every member of the group will have contact information for the committee members leading an event. Participants will be encouraged to work in pairs. | **1** | **2** | **2** | Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Tree roots, large pieces of litter, uneven or boggy ground. | Trip hazards could cause broken bones, cuts to the head and body | Participating society members | **2** | **4** | **8** | Take care around wooded and litter filled areas. Participants will be asked to wear suitable footwear. Areas deemed to be hazardous by the committee at a beach clean will be avoided by all participants. | **1** | **4** | **4** | Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). Contact emergency services as required 111/999. |
| Broken glass, sharp plastic, cans and syringes | Cuts to the hands or feet | Participating society members | **3** | **3** | **9** | Participants will be told not to pick up glass on beach cleans. All participants will be given gloves to avoid cutting themselves on sharp plastic or cans and will also have a litter picker nearby for objects not suitable to be handled. Participants will be asked to wear suitable footwear. Committee members running the beach clean will have a basic first aid kit for minor injuries such as cuts. | **1** | **3** | **3** | Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). Contact emergency services as required 111/999. |
| Infections/viruses | Catching covid-19, weil’s disease, or other infections | Participating society members and members of the public | **3** | **3** | **6** | COVID tests will be taken before the event. Hand sanitiser to be provided. Participants strongly encouraged to wash hands after the beach clean, and before eating food during the beach clean. If hand washing facilities can’t be accessed, hand sanitiser will be provided. Participants advised to avoid touching their face or phone without cleaning their hands. | **2** | **3** | **6** | If a participant starts to feel unwell, social distancing and the use of face masks will be enforced. Contact 111 as required. Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937. Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). If a participant does not need medical care, a committee member will escort them home in a taxi/uber/bus. |
| Separation from the group | Going missing, getting lost | Participating society members | **2** | **5** | 10 | Registers will be taken before and after the beach clean to ensure everyone is accounted for. | **1** | **5** | **5** | Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Traffic | Death or major injury | Participating society members and members of the public | **1** | **5** | 5 | Verbal warning of risk. Encourage students to use pedestrian crossings wherever possible. | **1** | **3** | **3** | Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Adverse weather conditions | Ground may become slippery increasing the chance of injury, visibility may be limited, cold. | Participating society members | **2** | **5** | **10** | Weather will be checked the night before and the morning of the beach clean. Advise students and helpers to take appropriate clothing i.e. waterproofs, suitable footwear. | **1** | **5** | **5** | Should the weather be deemed “adverse” the beach clean will be postponed to a later date. |
| Substantial amounts of waste collected | Bags of waste may be left at inappropriate places, may not be correctly fastened | Participating society members and members of the public | **3** | **3** | **9** | A member of the Marine Conservation Society will contact the council after the beach clean with the location of the waste bags. The council have advised the waste bags to be placed next to the bins by the carpark at Weston Shore away from the path. A member of the Marine Conservation Society committee will check all waste bags are tightly fastened before leaving the site. | **1** | **3** | **3** |  |
| Severe injury | An injury that requires emergency service assistance | Participating society members and general public | **2** | **5** | **10** | Ensure all committee members running the beach clean have access to a mobile phone at all times. Call 111/999 as required. | **2** | **3** | **6** | Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Loss of valuables | Lost items | Participating society members | **2** | **1** | **2** | All participants will be warned prior to the trip to avoid bringing non-essential valuables or to keep them in secure bags/pockets to prevent them from going missing. | **1** | **1** | **1** |  |
| Inappropriate behaviour | Distressed students, members of the public | Participating society members and members of the public | **1** | **1** | **2** | Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services. Society to follow and share with members Code of conduct/SUSU [Expect Respect policy](https://www.susu.org/downloads/SUSU-Expect-Respect-Policy.pdf). | **1** | **1** | **2** | Incidents are to be reported as soon as possible ensuring the duty manager/health and safety officer have been informed.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). Committee WIDE training. |
| Disruption to wildlife | Scratches, bites, stings etc. from disturbed flora and fauna | Participating society members | **2** | **2** | **4** | All participants will be warned to avoid all wildlife and not disturb any burrows etc. Committee members running the beach clean will have a basic first aid kit for minor injuries. | **1** | **1** | **2** | Research which venomous species may be present in the area and at which times of the year. If species causing incident is venomous, call emergency services on 999. Incidents are to be reported as soon as possible ensuring the duty manager/ health and safety officer have been informed on 07775 732937.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident). |
| Committee is not aware of the risk assessment | Procedure is not correctly followed when hazard or incident occur | Committee members | **2** | **5** | **10** | RA will be shared with all committee members in attendance. | **1** | **5** | **5** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***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 | In charge of the register, to be taken before and after the beach clean | Laura Hodurova | 3rd June 2023 |  |  | |
| 2 | Finalised RA to be shared with committee in attendance | Emma Shepherd | 2nd June 2023 |  |  | |
| 3 | Providing hand sanitiser | Sophia Barnard | 3rd June 2023 |  |  | |
| 4 | Delivering instructions to the group on how to safely carry out the beach clean | Laura Hodurova | 3rd June 2023 |  |  | |
| 5 | Identification of hazardous areas, which will be passed on to participants | Laura Hodurova | 3rd June 2023 |  |  | |
| 6 | Cancellation of event due to severe weather | Laura Hodurova | 3rd June 2023 |  |  | |
| 7 | Correct disposal of waste | Laura Hodirova | 3rd June 2023 |  |  | |
| 8 | Responsible for first aid kit and first aid | Sophia Barnard and Laura Hodurova | 3rd June 2023 |  |  | |
| 9 | Responsible for contacting emergency services if necessary | Laura Hodurova and Emma Shepherd | 3rd June 2023 |  |  | |
| 10 | Check and, if necessary, replace all pairs of gloves | Sophia Barnard | 26th May 2023 |  |  | |
| 11 | Check and service all litter pickers | Sophia Barnard | 26th May 2023 |  |  | |
| 12 | Review and replace our Basic First Aid kit | Sophia Barnard | 26th May 2023 |  |  | |
| Responsible committee member signature: Emma Shepherd | | | | Responsible committee member signature: Laura Hodurova | | |
| Print name: Emma Shepherd | | | Date: 24/05/2023 | Print name: Laura Hodurova | | Date:  24/05/2023 |

**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 |