

Risk Assessment

Risk Assessment for the activity of	Vegan and Vegetarian Society Trip to Brighton, UK – Friday 7th June 2024		Date	16/05/2024
Group name	SUSU Vegan and Vegetarian Society	Assessor	Sunny Angel	
Supervisor	Sunny Angel	Signed off	SUSU Activities Team	

- Travelling to Brighton, UK on Friday 7th June 2024
- Travelling by train from Southampton Central station using a same-day off-peak open return ticket
- Maximum of 14 society members, including committee
- Activities during the trip will include: eating at restaurants/cafes, visiting the beach, shopping

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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, Trips, Falls	Accident and/or Injury	<ul style="list-style-type: none"> - Students - Members of the public 	1	3	3	<ul style="list-style-type: none"> • 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	3	3	<ul style="list-style-type: none"> • Should injury occur, Committee 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.	Missing the train there or back.	User.	2	3	6	<ul style="list-style-type: none"> • Everyone has been informed to stay in groups of three or more. • Advice on city will be given, as well as meeting points and general travel itinerary. • Groups will be staying within public areas of the city • Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links • Trains tickets are same-day off-peak open-return, ensuring the group has multiple options if planned train is missed 	1	2	2	<ul style="list-style-type: none"> • The phone numbers of the committee members in attendance have been given to everyone on the trip. Social media contact is also available via the Facebook group, Instagram profile, and WhatsApp chat. • The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. train stations, cafes/restaurants, meeting point after shopping).
Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	3	1	4	<ul style="list-style-type: none"> • Committee to review train times and any potential cancellations/diversions prior to the trip 	3	1	4	<ul style="list-style-type: none"> • During the trip, the committee to regularly review train times to check for any possible cancellations and diversions. • Ensure each participant has train ticket on their own device and physically printed

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Travelling around location	Large groups forming	<ul style="list-style-type: none"> - Students - Members of the public 	3	2	6	<ul style="list-style-type: none"> • split students into smaller groups to avoid large groups forming 	3	1	4	<ul style="list-style-type: none"> • Organisers to familiarise self with location and destinations in advance. Itinerary provided where possible. E.g. use websites like trip advisor, google maps 	
Traffic- accident or collision	Death or major injury	<ul style="list-style-type: none"> - Students - Members of the Public 	1	5	5	<ul style="list-style-type: none"> • Travel by public transport • 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	<ul style="list-style-type: none"> • 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 	

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Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	<ul style="list-style-type: none"> Students 	2	3	6	<ul style="list-style-type: none"> Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream 	1	3	3	<ul style="list-style-type: none"> Should weather be deemed 'adverse' this trip will be cancelled or the activities of the trip amended as appropriate

Risk of Violent Crime, harassment and/or abuse	Accident and or injury	Students Members of the public	2	5	10	<ul style="list-style-type: none"> • Students will be encouraged to stay in groups at all time. • Trip organisers to familiarise self with emergency phone numbers • Stay away from large gatherings or demonstrations • 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	5	5	<ul style="list-style-type: none"> • 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.- https://www.susu.org/contact.html
Loss of valuables	Lost items	Students	2	2	4	<ul style="list-style-type: none"> • 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 	1	2	2	<ul style="list-style-type: none"> • Ensure that each student has train ticket printed as backup to get home • Agree to preplanned meeting points and times in case of group of students losing phones and being unable to contact other groups

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						<ul style="list-style-type: none"> Stay away from large gatherings or demonstrations 				
Students becoming lost	Distressed students	Students	2	2	4	<ul style="list-style-type: none"> Should student become lost, students will be encouraged to message the committee through designated chat. Whatsapp, Facebook etc Encourage all participants to swap numbers before trip 	2	1	2	<ul style="list-style-type: none"> Students will be encouraged to stay in groups at all time. Organisers to share trip itinerary were applicable Agree to preplanned meeting points and times

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Inappropriate behaviour – from others or students	Distressed students, members of the public	<ul style="list-style-type: none"> - Students - Members of the public 	2	3	6	<ul style="list-style-type: none"> • Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services • 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	3	3	<ul style="list-style-type: none"> • 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 • Ensure participants have access to mobile phone

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Incident- Experience of terrorism	Distress, serious injury, fatality	Students Public Wider student community etc	2	5	10	<ul style="list-style-type: none"> In case of an incident follow Run, Hide, Tell guidance. Stay away from large gatherings or demonstrations Mobile phone access-ensure chargers are taken 	1	5	5	<ul style="list-style-type: none"> Print out tickets for each member of trip

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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	2	5	10	<ul style="list-style-type: none"> Stay away from large gatherings or demonstrations Mobile phone access-ensure chargers are taken Each participant to have at hand list of local emergency phone numbers Participants to have a copy of train tickets Regular checks of train service website prior to departure 	1	5	5	

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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	<ul style="list-style-type: none"> Advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention (not to call home first!) Advise participants to bring enough medication for trip duration and include ingredients list, packaging (to support medical team if required) Organisers to familiarise self and brief participants on local medical facilities 	2	5	10	<ul style="list-style-type: none"> Gather emergency contacts from all participants

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Drowning- tours/trips by the sea, lakes etc, activities involving water	Serious injury/fatality	Student participants	2	5	10	<ul style="list-style-type: none"> Participants to obey local laws and follow local advice on tides etc Ideally swimming should be avoided when no lifeguard provision is available 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 	1	5	5	<ul style="list-style-type: none"> Ongoing dynamic risk assessment taking into account location and weather

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Allergic reaction to ingredients in food	Allergic reaction (with ranging severity in relation to individual allergies)	Those with allergies	2	3	6	<ul style="list-style-type: none"> Ensure anyone attending checks their allergies with the restaurant staff, many restaurants will be fully vegan so won't serve common allergens such as milk, egg, or fish 	1	3	3	<ul style="list-style-type: none"> Check again whether any attending society members have allergies before ordering food 	
Food poisoning	Food Poisoning, sickness occurring due to this	Anyone who ingests the faulty food	2	3	6	<ul style="list-style-type: none"> Attend restaurants which have a high/higher food hygiene standard rating. Vegetarian and Vegan food will not contain common causes of food poisoning such as meat. 	1	3	3		

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Choking on food	Short and long term health consequences such as unconsciousness or death	Persons eating at social	1	4	4	<ul style="list-style-type: none"> Stay alert and keep an eye out for anyone who is showing signs of choking, know Heimlich manoeuvre, have water ready in case of emergency 	1	2	2	



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	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Sunny Angel	07/06/2024		
2	Trip itinerary and details of hotels/flights shared with all participants	Sunny Angel	31/05/2024		
3	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Sunny Angel	31/05/2024		

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4	Organisers to check and pack a first aid kit	Sunny Angel	31/05/2024		
5	Organisers Severe Weather and Natural Disaster Check prior to departure	Sunny Angel	31/05/2024		
6	Organisers to print physical copies of tickets and distribute to participants	Sunny Angel	31/05/2024		
Responsible committee member signature: Print name: Sunny Angel  Date: 16/05/2024				Responsible committee member signature:  Date: 16/05/2024 Print name: Khairah Boukhatem	

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
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	

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.

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.