

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Trading &amp; Investment Society Trip/Tour</b> (31 <sup>st</sup> October 2025, Kensington Conference and Events centre, London)		<b>Date</b>	<b>(03/10/2025)</b>
<b>Group name</b>	<b>SUSU (Trading &amp; Investment Society)</b>	<b>Assessor</b>	<b>(Maximiliano Deere, President)</b>	
<b>Supervisor</b>	<b>(President – Maximiliano Deere)</b>	<b>Signed off</b>	N/A, please upload to groupshub for digital sign-off by SUSU Activities team	

PLEASE USE THIS SECTION TO UPDATE/AMMEND/ADD ANY INFORMATION REQUIRED. IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR RISK ASSESSMENT PLEASE CONTACT XXXXXXXXXXXXXXXX FOR FURTHER INFORMATION.

PLEASE NOTE AS A COMMITTEE IT IS ESSENTIAL THAT YOU HAVE A RISK ASSESMENT IN PLACE PRIOR TO ANY ACTIVITY OR TRIP

You must register your trip/tour abroad with SUSU here - <https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Trips-and-Tours.aspx>

PLEASE ADD THE FOLLOWING INFORMATION:

- Kensington Conference and Events centre, London
- It is a day trip so we will be back the same day
- 30
- Ensure you have a few key phrases printed on laminated card to take with you in case of an incident (we've broken down, there has been an accident etc.)
- Ensure you have the local British Consulate number for the country you are in available – they will be able to support if there is an incident (translation etc.)

<b>PART A</b>										
<b>(1) Risk identification</b>			<b>(2) Risk assessment</b>				<b>(3) Risk management</b>			
<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>
			<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>		<b>Likelihood</b>	<b>Impact</b>	<b>Score</b>	
Slips, Trips, Falls	Accident and/or Injury	<ul style="list-style-type: none"> <li>- Students</li> <li>- Members of the public</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Group sizes reduced to ensure no large groups are formed.</li> <li>• 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.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Should injury occur, Committee to contact appropriate emergency services</li> <li>• Committee to have local British Consulate number available -</li> <li>• Organisers to bring a first aid kit for minor injuries</li> <li>• Committee to complete SUSU Incident report as soon as possible – <a href="#">available here</a></li> </ul>

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Individuals getting lost while on the trip.	Missing the bus there or back.	User.	2	3	6	<ul style="list-style-type: none"> <li>Everyone has been informed to stay in groups of three or more.</li> <li>Advice on mobile data plans has been given, as well as meeting points and general travel itinerary.</li> <li>Groups will be staying in the same hall together at all times</li> <li>Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>The phone numbers of the committee members in attendance have been given to everyone on the trip.</li> <li>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).</li> </ul>

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Transport: Cancellation/Diversions	Students not reaching intended destination	- Students	3	1	3	<ul style="list-style-type: none"> <li>Committee to review Flight times and any potential cancellations/diversions prior to the trip</li> <li>We will be going in the same bus.</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>During the trip, the committee to regularly review our bus booking ti make sure there is no cancellation</li> <li>Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details</li> </ul>
Travelling around location	Large groups forming	<ul style="list-style-type: none"> <li>Students</li> <li>Members of the public</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>split students into smaller groups to avoid large groups forming</li> <li>it is a trip to a conference so we will all be together</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Our committee has already been to this place for last year's conference</li> </ul>

Traffic- accident or collision	Death or major injury	<ul style="list-style-type: none"> <li>- Students</li> <li>- Members of the Public</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>• Where possible students should avoid driving own vehicles in county. Travel by public transport, hire of coach/bus with reputable company</li> <li>• Buses without seatbelts are avoided if possible and never used on high speed roads</li> <li>• Verbal warning of risk</li> <li>• Encourage students to use pedestrian crossings wherever possible</li> <li>• Encourage students to travel in appropriate group sizes to ensure no large groups are formed</li> <li>• Walks on foot will be planned to avoid fast roads wherever possible.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Should injury occur, Committee to contact appropriate emergency services</li> <li>• Organisers to bring a first aid kit for minor injuries</li> <li>• Committee to complete SUSU Incident report as soon as possible – <a href="#">available here</a></li> <li>• Ensure all participants have insurance and access to details</li> </ul>
Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	<ul style="list-style-type: none"> <li>• Students</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>• Should weather be deemed 'adverse' this tour will be cancelled</li> </ul>

Risk of Violent Crime, harassment and/or abuse	Accident and or injury	<ul style="list-style-type: none"> <li>Students</li> <li>Members of the public</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Students will be encouraged to stay in groups at all time.</li> <li>Trip organisers to familiarise self with countries emergency phone numbers</li> <li>Stay away from large gatherings or demonstrations</li> <li>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</li> <li>Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>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</li> <li>Committee to contact appropriate emergency services</li> <li>Organisers to bring a first aid kit for minor injuries</li> <li>Committee to complete SUSU Incident report as soon as possible – <a href="#">available here</a></li> </ul>
Loss of valuables	Lost items	- Students	2	2	4	<ul style="list-style-type: none"> <li>All attendees will be warned prior to the trip to keep valuables secure and hidden</li> <li>Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone</li> </ul>	1	2	2	<ul style="list-style-type: none"> <li>Organisers to have a record of &amp; to share details of the consular office for the nationality of each participant</li> <li>If passport lost, make an official report and contact the nearest embassy or consulate</li> </ul>

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						<ul style="list-style-type: none"> <li>Stay away from large gatherings or demonstrations</li> </ul>				<ul style="list-style-type: none"> <li>Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details</li> </ul>
Students becoming lost	Distressed students	- Students	2	2	4	<ul style="list-style-type: none"> <li>Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp, Facebook etc</li> <li>Encourage all participants to swap numbers before trip</li> </ul>	2	1	2	<ul style="list-style-type: none"> <li>Students will be encouraged to stay in groups at all time.</li> <li>Organisers to share trip itinerary were applicable</li> </ul>

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Inappropriate behaviour – from others or students	Distressed students, members of the public	<ul style="list-style-type: none"> <li>- Students</li> <li>- Members of the public</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>• Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services</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	3	3	<ul style="list-style-type: none"> <li>• Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip</li> <li>• Ensure participants have appropriate insurance and access to mobile phone</li> <li>• Committee to complete SUSU Incident report as soon as possible – <a href="#">available here</a></li> </ul>



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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"> <li>In case of an incident follow <b>Run, Hide, Tell guidance</b>.</li> <li>Stay away from large gatherings or demonstrations</li> <li>Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details</li> <li>Committee to contact appropriate emergency services</li> <li>Organisers to bring a first aid kit for minor injuries</li> <li>Committee to complete SUSU Incident report as soon as possible – <a href="#">available here</a></li> </ul>

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Incidents restricting travel and health- Natural Disasters, pandemics,	Distress, serious injury, fatality, inability to return home	Students Public Wider student community etc	2	5	10	<ul style="list-style-type: none"> <li>Stay away from large gatherings or demonstrations</li> <li>Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access</li> <li>Check with travel company prior to departure</li> </ul>	1	5	5	<ul style="list-style-type: none"> <li>Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details</li> <li>Should injury occur, Committee to contact appropriate emergency services</li> <li>Organisers to bring a first aid kit for minor injuries</li> <li>Committee to complete SUSU Incident report as soon as possible – <a href="#">available here</a></li> </ul>

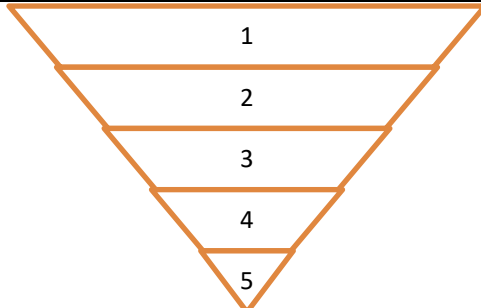
Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation.	Student participants	3	5	15	<ul style="list-style-type: none"> <li>advise participants; to bring their personal 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!)</li> <li>Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required)</li> <li>Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines</li> <li>Organisers to familiarise self and brief participants on local medical facilities</li> </ul>	2	5	10	<ul style="list-style-type: none"> <li>Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details</li> <li>Should an incident occur, Committee to contact appropriate emergency services</li> <li>Committee to have local British Consulate number available -</li> <li>Organisers to bring a first aid kit for minor injuries</li> <li>Committee to complete SUSU Incident report as soon as possible – <a href="#">available here</a></li> </ul>
Anti-social behaviour at the event	Upsetting members and distress	Attendees				<ul style="list-style-type: none"> <li>Make sure that our members are informed of SUSU's guidelines on how to treat others</li> </ul>				<ul style="list-style-type: none"> <li>Monitor any developing situation accordingly by removing the possible risk and danger.</li> </ul>

**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)	Joseph Thomas			
2	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Maximiliano Deere			
3	Organisers to check and pack a first aid kit	Maximiliano Deere			
4	Organisers Severe Weather and Natural Disaster Check prior to departure	Maximiliano Deere			
5	Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out, and research laws on licencing  Book appropriate travel insurance/cover	Maximiliano Deere			
6	Ensure you have a few key phrases printed on laminated card to take with you in case of an incident	(Arjun Soomal			
Responsible committee member signature:				Responsible committee member signature:	
Print name: (Maximiliano Deere				Print name: Joseph Thomas	
Date: (03/10/2025)				Date: (03/10/2025)	



## 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.