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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **German Society Christmas Trip** | | **Date** | **22/08/2019** |
| **Club or Society** | **German Society** | **Assessor** | **James Walls** | |
| **President or Students’ Union staff member** |  | **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** |
| Emergency while abroad (fire or terror attack etc). | Injury and distress. Damage to property. | Members present and public | **3** | **5** | **15** | Ensure everyone sticks together, and organise assembly points prior to leaving the accommodation for the day. | **3** | **4** | **12** | consult the Foreign and Commonwealth Office travel advice before we offer the trip to members. |
| A member faces a personal emergency | Distress to the member suffering, could result in a need to leave the trip prematurely. | Members present | **2** | **4** | **8** | Members must know they are the committee’s number one priority, and they have our full support. In an absolute emergency, GerSoc funds may be used to aid the premature return of a member. The funds can be used as an upfront sum in the absence of appropriate funds when abroad. | **2** | **3** | **6** | German Society Committee can investigate the easiest and fastest way to transport a member back to the UK prematurely. |
| Someone falls ill | Distress and discomfort | The ill member | **2** | **2** | **4** | Make sure the member knows to tell the Committee, who can alert a member of accommodation staff if necessary. | **2** | **2** | **4** | The ill member will be allowed to remain behind at the accommodation and can leave the trip prematurely if necessary. |
| Someone is injured | Distress and discomfort | The injured member and those around them | **1** | **4** | **4** | Committee should supervise members and discourage any risky or dangerous behaviour. | **1** | **4** | **4** | Committee can contact the emergency services, who will be trained to handle such circumstances. |
| Members are lost | Distress and logistical/transport difficulties. | Members (not) present | **3** | **4** | **12** | Ensure members know where in the city the day’s activity is taking place, and which buses will take them back to the accommodation. The Committee must remain visible and establish a place to meet members if they are lost. | **3** | **3** | **12** | Committee can ensure members are able to use Facebook or other online message services to keep in contact should problems arise. Regular headcounts and city maps can prevent this. |
| Fire or other emergency in the city | Distress, injury, damage to property | Members present | **1** | **5** | **5** | Make sure members know the layout of the buildings and where the exits are. Everyone must know the emergency services number. | **1** | **4** | **4** | Ensure members are aware of a meeting place to regroup outside of the buildings following any emergency. |
| Member is arrested | Distress and delay. Logistical difficulties. | Affected member | **1** | **5** | **5** | Discourage dangerous or risky behaviour. Ensure everyone has the correct ID and knows which of the committee are competent linguists, to resolve any misunderstanding. | **1** | **4** | **4** | Make sure members are supervised and any difficulties with authorities are tackled in a calm, constructive and collected manner. |

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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** | |
| 1 | Check the Foreign and Commonwealth Office travel advice | President or committee | 01/11/2019 | |  |  | |
| 2 | Make sure members know who the committee are, and ensure committee know the numbers of the group. | All committee and members | 01/11/2019 | |  |  | |
| 3 | Establish meeting places and means of contact prior to any day activities organised. | Committee | 10/11/2019 | |  |  | |
| 4 | Make sure members know both the emergency services numbers, and which of the committee speaks fluent german. | Committee | 01/11/2019 | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: James Walls | | | | Date: 22/08/2019 | Print name: Kat Ristic | | Date: 22/08/2019 |

**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 |