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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Mind Society Santa Walk to Winchester** | **Date** | **11/12/2022** |
| **Unit/Faculty/Directorate** | **Southampton Mind Society** | **Assessor** | **Lauren Grove (Treasurer)** |
| **Line Manager/Supervisor** | ***President*** | **Signed off** | ***Amy Smallman*** |

| ***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** |
| Weather Conditions | Icy or wet weather causing slip hazards, risk to temperature-related illness, wind and rain impairing vision and increasing risk of injury. | All participants | **3** | **3** | **6** | Committee to consider the weather forecast for the day on the week and day before the event. If weather warnings are in place reschedule the event. | **3** | **1** | **3** | Appropriate clothing for the weather advised when the weather is checked the week before.All incidents are to be reported Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) and call [023 8059 5200](https://www.google.com/search?q=reception+susu&rlz=1C1CHBF_en-GBGB923GB923&oq=reception+susu&aqs=chrome..69i57j0i512l2j0i433i512j0i131i433i512j0i512j0i433i512j0i512j0i433i457i512j0i402.2960j0j7&sourceid=chrome&ie=UTF-8) to report to the Duty Manager. |
| Inappropriate clothing and footwear | Dislocation, sprains, strains or breaks. | All participants | **2** | **4** | **8** | Participants were reminded before the event the route and to wear appropriate footwear. | **1** | **3** | **3** | First aid kit carried in case of injury, if participant is inappropriately dressed for the route, temperature or weather they will be denied ability to take part.All incidents are to be reported Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) and call [023 8059 5200](https://www.google.com/search?q=reception+susu&rlz=1C1CHBF_en-GBGB923GB923&oq=reception+susu&aqs=chrome..69i57j0i512l2j0i433i512j0i131i433i512j0i512j0i433i512j0i512j0i433i457i512j0i402.2960j0j7&sourceid=chrome&ie=UTF-8) to report to the Duty Manager. |
| Trips slips and falls | Injury to the person. | All participants | **2** | **2** | **4** | (See above controls for inappropriate clothing). The walkers will be able to walk at their own pace and not rushed to reduce likelihood of injury. | **1** | **2** | **2** | First aid kit carried by committee. Contact emergency services if needed All incidents are to be reported Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) and call [023 8059 5200](https://www.google.com/search?q=reception+susu&rlz=1C1CHBF_en-GBGB923GB923&oq=reception+susu&aqs=chrome..69i57j0i512l2j0i433i512j0i131i433i512j0i512j0i433i512j0i512j0i433i457i512j0i402.2960j0j7&sourceid=chrome&ie=UTF-8) to report to the Duty Manager.  |
| Dehydration | Fainting or injury. | All Participants | **1** | **3** | **3** | Ensure prior to the day participants are advised to bring water with them for the walk.  | **1** | **2** | **2** | Committee to carry extra bottles. All incidents are to be reported Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) and call [023 8059 5200](https://www.google.com/search?q=reception+susu&rlz=1C1CHBF_en-GBGB923GB923&oq=reception+susu&aqs=chrome..69i57j0i512l2j0i433i512j0i131i433i512j0i512j0i433i512j0i512j0i433i457i512j0i402.2960j0j7&sourceid=chrome&ie=UTF-8) to report to the Duty Manager. |
| Hypothermia | Fatal Injury | All Participants | **1** | **4** | **4** | If weather conditions are forecast as too cold, committee will discuss re-scheduling the event.  | **1** | **3** | **3** | First aid kit and emergency numbers carried by committee.All incidents are to be reported Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) and call [023 8059 5200](https://www.google.com/search?q=reception+susu&rlz=1C1CHBF_en-GBGB923GB923&oq=reception+susu&aqs=chrome..69i57j0i512l2j0i433i512j0i131i433i512j0i512j0i433i512j0i512j0i433i457i512j0i402.2960j0j7&sourceid=chrome&ie=UTF-8) to report to the Duty Manager. |
| Traffic | Being hit, injury | All Participants | **2** | **4** | **8** | When route planning attempt to avoid busy or dangerous roads as much as possible, remind participants to be careful and remind them that dangerous behaviour is not tolerated. | **1** | **4** | **4** | All incidents are to be reported Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) and call [023 8059 5200](https://www.google.com/search?q=reception+susu&rlz=1C1CHBF_en-GBGB923GB923&oq=reception+susu&aqs=chrome..69i57j0i512l2j0i433i512j0i131i433i512j0i512j0i433i512j0i512j0i433i457i512j0i402.2960j0j7&sourceid=chrome&ie=UTF-8) to report to the Duty Manager. |

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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** |
|  | First aid kit and Emergency numbers acquired. | Committee | 30/11/22 | 10/12/22 |  |
|  | Purchase spare bottles of water | Committee | 10/12/22 | 10/12.22 |  |
|  | Make post reminding of appropriate clothing, footwear and behavioural expectations | Committee | 10.12.22 | 10/12/22 |  |
|  | Check weather forecast 1 week before (4th December) and 1 day before (10th December) | Committee | 10/12/22 | 10/12/22 |  |
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| Responsible manager’s signature: Lauren Grove | Responsible manager’s signature: Amy Smallman |
| Print name: LAUREN GROVE | Date: 13.11.22 | Print name: AMY SMALLMAN | Date 13.11.22 |
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**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 |