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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **New Forest Trip** | **Date** | **23/10/21** |
| **Unit/Faculty/Directorate** | **SUSU Wildlife Society** | **Assessor** | **Charlotte Thorpe** |
| **Line Manager/Supervisor** | ***Shane Gausden*** | **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** |
| Slips, Trips, Falls | Injury | Members of Society, Members of the public | **3** | **3** | **9** | 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, especially on uneven ground.Clear footpaths and trails will be used to navigate forest.Students will also be encouraged to wear appropriate footwear when travelling by foot. | **1** | **3** | **3** | Seek medical attention from nearby venue if possible.Contact emergency services if needed All incidents are to be reported on the as soon as possible Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Getting lost on the trip | Not being able to find the coachNot being able to leave the area until missing student found | Society members on the trip | **1** | **3** | **3** | Everyone has been informed to stay with the group and keep an eye on one another. Advice on meeting points (where the coach is) and general travel itinerary given.  | **1** | **2** | **2** | 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 and chat. The committee will keep everyone together and periodically conduct group counts at important sections of the trip. |
| Traffic- accident or collision | Injury/Death | Society members on trip | **1** | **5** | **5** | 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 formedCheck driver has license and knowledge of the route. | **1** | **3** | **3** | Contact emergency servicesGather all evidence and complete the incident  |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | Students | **2** | **2** | **4** | Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream | **1** | **1** | **1** | Should weather be deemed ‘adverse’ this trip will be cancelled |
| Loss of Valuables | Lost Items | Students | **1** | **1** | **1** | All attendees will be warned prior to the trip to keep valuables secure and hidden |  |  |  |  |
| Animals | Injury | Students | **3** | **3** | **9** | All students advised on the appropriate way to appreciate animals seen, eg: not getting too close, not moving too fast, not using flash on cameras.Risks explained and students encourages to keep a distance from animals.Those that can be touched, the appropriate manner to do so will be demonstrated by ranger. Hand sanitiser available when hand washing services are not to prevent any illness from touching animals. | **1** | **3** | **3** | Seek medical attention from nearby venue if possible.Contact emergency services if needed All incidents are to be reported on the as soon as possible Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)Students caught ignoring rules will not be allowed on trips in the future. |
| People eating something they shouldn’t | Illness | Students | **1** | **3** | **3** | Tell students not to eat anything they find, even if they think they know what it is.  | **1** | **3** | **3** |  |
| Plant Pollen | Allergies/Asthma – difficulty breathing, sneezing, coughing | Students | **1** | **3** | **3** | Advise students to take/bring necessary medication. Avoid trips in peak pollen season. | **1** | **2** | **2** |  |
| Medical Emergency | Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or other incident. | Students | **2** | **4** | **8** | Advise participants; to bring their personal medication, what numbers to ring in an emergency, Advice participants to bring medication for trip Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guideline**s** Organisers to familiarise self and brief participants on local medical facilities | **1** | **3** | **3** | Seek medical attention from nearby venue if possible.Contact emergency services if needed All incidents are to be reported on the as soon as possible Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Covid-19 | Passing on or catching Covid-19 | Students and anyone who comes into contact with the group. | **3** | **4** | **12** | Providing hand sanitiser for when hand washing facilities are not available. Encouraging hand washing when possible. Social Distancing from others wherever possible, reminding students. Students to wear masks on the minibus and windows to be opened for ventilation. Remind students of covid-19 precautions at the beginning of activities.Ask students to provide medical details that may put them at higher risk. If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance. Committee Members will maintain regular contact with members during this time.  If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>  | **2** | **2** | **4** | Students required to take a lateral flow test within 24hrs of attending the trip. Anyone unable to show this will not be allowed to go. Anyone not following the rules will be sent home and not allowed on future trips.  |

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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 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines |  |  |  |  |
| 2 | Transport-student drivers and minibus used - safety checks area carried out, and license up to date.  |  |  |  |  |
| 3 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) |  |  |  |  |
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| Responsible manager’s signature: | Responsible manager’s signature: |
| Print name: | Date: | Print name: | Date |

**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 |