| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Oxford Natural History Museum and Crocodiles of the World** | | **Date** | **09/04/23** |
| **Unit/Faculty/Directorate** | **SUSU Wildlife Society** | **Assessor** | **Eleanore Sawyer** | |
| **Line Manager/Supervisor** | **Kira Newbon** | **Signed off** | ***Eleanore Sawyer*** | |

| ***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 on stairs. | **1** | **3** | **3** | Seek medical attention from 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 coach  Not 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.  When possible, members should remain in groups and inform the committee of their location if they stray from the group . | **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.  Minibus will not leave until all attendees are located. |
| 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 formed.  Check driver has license and knowledge of the route and is paying attention to the roads.  Members will be asked to be mindful as to not distract the driver while on the roads. | **1** | **3** | **3** | Contact emergency services  Gather 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.  When possible, items of large value should not be taken on the trip |  |  |  |  |
| 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 encouraged to keep a distance from animals.  Closely follow advice given by staff at Crocodiles of the World.  Hand sanitiser available when hand washing services are not to prevent any illness from touching animals. | **1** | **3** | **3** | Seek medical attention from Crocodiles of the World.  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. |
| The general public | Abuse | Students | **1** | **3** | **3** | Members will be reminded to be polite throughout the trip, not cause disturbances in the museum and respecting the rules of Crocodiles of the World. | **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,  Advise participants to bring medication for the trip and inform the committee of any potentially life threatening conditions as well as the location of medication.  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) |
|  |  |  |  |  |  |  |  |  |  |  |
| Fire Hazard | Burns | Students | **1** | **4** | **4** | Keep the area clear of debris, make sure fire doors and walkways are not obstructed. Follow building fire regulations and meet at designated safety points in event of a fire. |  |  |  |  |

| ***PART B – Action Plan*** | | | | | | | |
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| **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 | Event Organiser |  | |  |  | |
| 2 | Transport-student drivers and minibus used - safety checks are carried out, and license up to date. | Minibus Driver |  | |  |  | |
| 3 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Event Organiser |  | |  |  | |
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| Responsible manager’s signature: Kira Newbon | | | | | Responsible manager’s signature: Eleanore Sawyer | | |
| Print name: Kira Newbon | | | | Date: 03/03/2023 | Print name: Eleanore Sawyer | | Date: 03/03/2023 |

**Assessment Guidance**

| 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 |

| **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** | | | | |

| 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. |



| 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 |