

## Risk Assessment

<b>Risk Assessment for the activity of</b>	<b>Bryophytes walk and talk</b>	<b>Date</b>	<b>25/11/23</b>
<b>Unit/Faculty/Directorate</b>	<b>SUSU Wildlife Society</b>	<b>Assessor</b>	<b>Eleanore Sawyer</b>
<b>Name of Committee member completing form</b>	<i>Eleanore Sawyer</i>	<b>Signed off</b>	<b>Maria Victoria Arias Rodriguez</b>

**PART A**

(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			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
			L i k e l i h o o d	I m p a c t	S c o r e		L i k e l i h o o d	I m p a c t	S c o r e	
Slips, Trips, Falls	Injury	Members of Society, Members of the public	<b>3</b>	<b>3</b>	<b>9</b>	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.	<b>1</b>	<b>3</b>	<b>3</b>	Seek medical attention from nearby venue if possible. Contact emergency services if needed All incidents are to be reported on the as soon as

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						Clear footpaths and trails will be used to navigate forest. Students will also be encouraged to wear appropriate footwear when travelling by foot.				possible Follow <a href="#">SUSU incident report policy</a>
Adverse Weather	Sunstroke, heatstroke, cold, minor illnesses as a result of weather	Students	<b>2</b>	<b>2</b>	<b>4</b>	Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream	<b>1</b>	<b>1</b>	<b>1</b>	Should weather be deemed 'adverse' this trip will be cancelled
Loss of Valuables	Lost Items	Students	<b>1</b>	<b>1</b>	<b>1</b>	All attendees will be warned prior to the trip to keep valuables secure and hidden				
Animals	Injury	Students	<b>3</b>	<b>3</b>	<b>9</b>	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.  Hand sanitiser available when hand washing services are not to prevent any illness from touching animals.	<b>1</b>	<b>3</b>	<b>3</b>	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 <a href="#">SUSU incident report policy</a> Students caught ignoring rules will not be allowed on trips in the future.
People eating something they shouldn't	Illness	Students	<b>1</b>	<b>3</b>	<b>3</b>	Stress to students not to eat anything they find, even if they think they know what it is. Remind students this is not a foraging activity!	<b>1</b>	<b>3</b>	<b>3</b>	

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Plant Pollen	Allergies/Asthma – difficulty breathing, sneezing, coughing	Students	<b>1</b>	<b>3</b>	<b>3</b>	Advise students to take/bring necessary medication. Avoid trips in peak pollen season.	<b>1</b>	<b>2</b>	<b>2</b>	
Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or other incident.	Students	<b>2</b>	<b>4</b>	<b>8</b>	Advise participants; to bring their personal medication, what numbers to ring in an emergency, Advise 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 Guidelines Organisers to familiarise self and brief participants on local medical facilities	<b>1</b>	<b>3</b>	<b>3</b>	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 <a href="#">SUSU incident report policy</a>
Contagious illness	Passing on or catching illness	Students and anyone who comes into contact with the group.	<b>3</b>	<b>4</b>	<b>12</b>	Providing hand sanitiser for when hand washing facilities are not available. Encouraging hand washing when possible. Social Distancing from others wherever possible, reminding students.  Ask students to provide medical details that may put them at higher risk. If member becomes unwell with a new continuous cough or high temperature they will be sent home. 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,	<b>2</b>	<b>2</b>	<b>4</b>	Students advised to not attend if they have symptoms of COVID-19. If they have symptoms they will be asked for a negative LFT.  Anyone not following the rules will be sent home.

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						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. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a>				
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## ***PART B – Action Plan***

### **Risk Assessment Action Plan**

<b>Part no.</b>	<b>Action to be taken, incl. Cost</b>	<b>By whom</b>	<b>Target date</b>	<b>Review date</b>	<b>Outcome at review date</b>
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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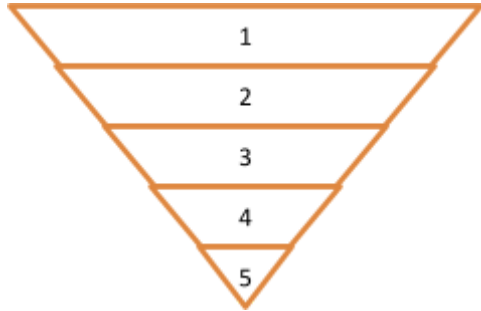
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Responsible manager's signature: Maria Victoria Arias Rodriguez			Responsible manager's signature: E. Sawyer		
Print name: Maria Victoria Arias Rodriguez		Date: 26/1 0/23	Print name: Eleanore Sawyer		Date: 25/10/2023

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## 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	

L I K E L I H O O D	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	
	<b>IMPACT</b>					

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.

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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

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

Identify the impact and likelihood using the tables above. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.

If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.

If the residual risk is green, additional controls are not necessary.

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.

If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.

Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.

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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