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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **History Society Kiev Tour** | | **Date** | **09/03/2020** |
| **Unit/Faculty/Directorate** | **History Society** | **Assessor** | **Charles Vicente** | |
| **Line Manager/Supervisor** |  | **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** |
| 1. Individuals getting lost while on the trip. | Missing the flight there or back. | User. | **2** | **3** | **6** | Everyone has been informed to stay in groups of three or more. Advice on mobile data plans has been given, as well as meeting points and general travel itinerary. Groups will be staying on guided tours or tours of popular attractions which are well policed. Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links such as the Kiev metro. | **1** | **2** | **2** | The phone numbers of the five 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 (i.e. coach travel, airport, hostel check-in and check-out). |
| 2. Illness from over-consumption of alcohol. | Severe illness, potentially taken to hospital. | User. | **3** | **3** | **9** | Committee will monitor any group occasions such as the planned group pub crawl. Should injury occur, first aid trained members of the committee will be on hand and the appropriate authorities will be alerted. | **3** | **2** | **6** | This trip is both educational and recreational. As such, the group has been strongly warned against alcohol over-consumption. |
| 3. Minor/major physical injury. | Dependent on the nature of the injury. Hospitalisation is a possibility. | User and those nearby. | **3** | **3** | **9** | First aid trained committee members will always again be at hand and contactable. Small first aid kits will be taken by committee members. | **3** | **2** | **6** | Individuals have been encouraged to bring personal first aid pieces such as painkillers, hand sanitiser, antiseptic cream etc. Members will have the Ukrainian emergency number (112) saved in the event of a medical emergency. |
| 4. Cold weather. | Hypothermia and cold-related illnesses. | User. | **3** | **2** | **6** | Members have been advised to pack warm clothing as temperatures in Kiev can fall below zero in Spring. | **2** | **2** | **4** | Further advice given against alcohol over-consumption, remaining in groups, and appropriate navigation so as to avoid too much night walking. |
| 5. Allergies. | Allergic reactions, illness, anaphylaxis. | User. | **1** | **4** | **4** | A list has been made of each member with any major food or other allergies. They have made the committee aware and have noted appropriate control measures (bringing EpiPen, medication, etc.) | **1** | **1** | **1** | Committee members will be contactable and have been made alert to any potential issues. |
| 6. Viral infection. | Illness, possible hospitalisation. | User and those around them. | **3** | **3** | **9** | All members have been advised to bring hand sanitiser and to practice good hygiene by washing their hands regularly for the duration of the trip. | **2** | **3** | **6** | Travel advice from gov.uk and the NHS is being carefully monitored and relayed to members where appropriate. Cases of coronavirus in Ukraine remain at just one, and members have been advised that a health check may take place upon arrival at the airport. |
| 7. Theft | Loss of important items such as passport, phone, money. | User. | **3** | **2** | **6** | Personal items shall be stowed in the hostel lockers or shall be kept securely on each person. Advice given to make copies of travel documents in case a set get stolen. | **1** | **2** | **2** | Messages have been relayed to members reminding them of potential pickpocketing, particularly in busy or tourist-filled areas. Reminders to keep a limited amount of cash on each individual have also been emphasised. |

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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 | Call emergency services and the Duty Manager for advice and assistance. | Committee or friends. | 09/03 | |  |  | |
| 2 | Depending on severity, either taken back to the hostel by a first aid trained committee member or taken to hospital. | Committee. | 09/03 | |  |  | |
| 3 | Depending on severity, to be dealt with by a first aid trained member or taken to hospital. | Committee or friends. | 09/03 | |  |  | |
| 4 | Depending on severity, to be dealt with by a first aid trained member or taken to hospital. | Committee or friends. | 09/03 | |  |  | |
| 5 | Depending on severity, to be dealt with by a first aid trained member or taken to hospital. | Committee, friends or the individual involved. | 09/03 | |  |  | |
| 6 | Symptoms monitored. Taken to hospital if necessary. | Committee. | 09/03 | |  |  | |
| 7 | Contact of relevant emergency services and/or the British embassy in Kiev. | Committee or friends. | 09/03 | |  |  | |
| 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 |