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| **Risk Assessment** |
| **Risk Assessment for the activity of** | SWEMS Christmas walk with Christmas Market Visit | **Date** | **02/12/2023** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Katy Llewellyn – VP Day Trips** |
| **Line Manager/Supervisor** | ***Adam Rimmer - President*** | **Signed off** | ***Adam Rimmer*** |

| ***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 and falls** | Physical injuryLikely to be areas of uneven ground  | Walk organisers and attendees  | **3** | **4** | **12** | * Advise participants to wear suitable outdoor footwear
* Only allow participants to join activity with suitable footwear
* Warn participants of routes with particularly uneven areas
* Ask participants to confidentially disclose any relevant mobility problems
* Committee to carry first aid kits and administer first aid only if feel confident and appropriately trained to do so.
 | **2** | **4** | **8** | * Seek medical attention if required
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Environment & Weather** | Injury* Sunstroke/sunburn/dehydration
* Hypothermia
* Injury due to flooding
 | Walk organisers and attendees | **3** | **4** | **12** | * Committee to assess weather prior to and on day of event: where severe weather is predicted, contingency plans should be created amongst the committee. If weather is too severe: cancel or amend walking route
* Pre-departure kit check: all participants to confirm they have sufficient clothing and equipment for the weather and activity.
* Participants to carry sufficient water.
* Emergency equipment (incl. group shelters, survival bags, emergency blankets) should be carried if deemed appropriate by committee for that walk.
* Committee to carry first aid kits and administer first aid only if feel confident and appropriately trained to do so.
 | **2** | **4** | **8** | * Seek medical attention if required
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Roads and Traffic** | Risk of traffic collision/injury when walking along or crossing roads | Walk organisers and attendees and members of the public | **2** | **5** | **10** | * Organisers should minimise time spent on roads where possible.
* Organisers should aim to use underpasses or crossings when planning their routes.
* Where participants are to walk along roads, they should do so on the right hand side, single file (except where it would be safer on the other side e.g. verge, bends).
* If possible, the front and rear person should wear a high visibility vest.
* Those wearing high-visibility should stand either side of the group crossing, where appropriate.
* When walk along roads in the dark, torches should be used to warn traffic of walkers.
 | **2** | **5** | **10** | * Seek medical attention if required
* Contact emergency services if needed
* All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident)
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| **Food and water poisoning** | Potential for food poisoning or allergic reaction. | Walk organisers and attendees | **2** | **4** | **8** | * Participants bring own snacks at own risk.
* Any snacks provided should be stored properly, checked that they are in date, and consumed at the persons own risk.
* Participants are asked to disclose if they have any allergies, so that we can request others not to bring.
* Participants also bringing own bottled water and will be advised not to drink water from the streams
* In the instance of any adverse reaction medical services will be contacted.
* Participants will check allergens before buying food from stalls at the Christmas Market and eat there at their own risk.
 | **1** | **4** | **4** | * Seek medical attention if required
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Travel** | Injury due to vehicle collision or train accident. Mis-navigation (driving) or train delays/strikes leading to people not reaching destination  | Walk organisers and attendees | **2** | **4** | **8** | * Any drivers are required to operate motorized vehicles legally and responsibly; i.e.:
	+ to drive within the posted speed limits;
	+ to wear a seat belt and require passengers to do the same in accordance with the laws of the country in which I am traveling;
	+ not to operate a vehicle if I have consumed any alcohol;
	+ not to allow illicit drugs or weapons in the vehicle;
	+ to operate only motorized vehicles for which I have a current, unrestricted license;
	+ to only use vehicles that are properly insured, MOT inspected and to which I am confident in driving.
	+ to admit when tired or no longer able to drive so a driver swap can be arranged
* Organisers will clearly set out routes to be followed for those driving, choosing safe, accessible routes. Participants should be notified to any changes. Where necessary walkie-talkie can be given to drivers to allow communication in areas with no telephone signal.
* If train travel is being recommended organisers will check and confirm travel arrangement prior to and on the day, e.g. for any cancellations. A committee member will accompany those traveling by train.
* Members are responsible for their individual safety though and are expected to act sensibly in the case of any transport problems.
 | **1** | **4** | **4** | * Seek medical attention if required
* Contact emergency services if needed

All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Navigation problems** | Groups or individuals may get lost/seperated from the rest of the group | Walk organisers and attendees | **3** | **2** | **6** | * Lead committee member (or a delegated committee member) to have overall responsibility for map reading, and should feel confident in ability to do so. Should be backed-up by a second experienced map reader.
* Where map reading is delegated to participants, this person should keep an eye on them to ensure overall safety.
* OS maps App to also be used to check location and to follow the route
* Regular head counts to check numbers.
* Organisers should ensure group doesn’t become to dispersed and ensure regular stops for people to catch up.
* When in the Christmas Market, people will travel around in groups and committee will be aware of anyone leaving early or staying later. People will be advised to stay in the immediate vicinity of the Christmas Market so they do not get separated.
 | **2** | **2** | **4** | * Contact emergency/search and rescue services if needed

All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Other hazards** | Wild animalsUnsafe structures/mines/rock faces | Walk organisers and attendees | **1** | **4** | **4** | * Participants to be advised to avoid approaching wild animals and to stay away from unsafe structures/mines rock faces. Committee to check this is happening whilst on walk.
* Where necessary the route should be adapted to avoid hazards that arise.
* Members are responsible for their individual safety though and are expected to act sensibly as they would when hiking at any other time.
 | **1** | **4** | **4** | * Contact emergency/search and rescue services if needed

All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Hot Drinks** | Burns and scalds from Hot drinks purchased at the Christmas Market | Walk organisers and attendees | **4** | **3** | **12** | * Participants to be advised to be careful when drinking hot drinks purchased from the stalls at the Christmas Market
* Lids for hot drinks should be firmly attached if they are provided to reduce risk of spillages
* Participants to be informed that they will purchase and drink hot drinks at their own risk of scalds
 | **3** | **3** | **9** | * Seek help from first aid at the Christmas Market and contact emergency services if needed.
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so

All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Medical emergencies** | Members may sustain injury /become unwell * pre-existing medical conditions
* sickness
* distress
 | Walk organisers and attendees | **3** | **5** | **15** | * Advise participants; to bring their personal medication
* Attendees asked to disclose any medical conditions that might impact on their ability to complete the walk (e.g. asthma) and any medications they carry. If there are any concerns before the walk these should be raised.
* Members/Committee to carry out first aid if necessary and only if qualified and confident to do so
* Contact emergency services as required 111/999
 | **2** | **5** | **10** | * Incidents are to be reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.
* Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
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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 | Committee to read and share SUSU Expect Respect Policy | Relevant committee members – president to ensure complete. | 30/11/2023 | 1/12/2023 |  |
| 2 | Committee to check that first aid kit is fully stocked. Some cost may be incurred if items need to be replaced but this should not be more than £10 | Relevant committee members – president to ensure complete. | 29/11/2023 | 30/11/2023 |  |
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| Responsible manager’s signature: *Tara Mookerjee* | Responsible manager’s signature: *Adam Rimmer* |
| Print name: TARA MOOKERJEE | Date: 18/11/2023 | Print name: ADAM RIMMER | Date 18/11/2023 |

**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 |