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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | SWEMS Freshers walk with teaching | | **Date** | **05/10/2024** |
| **Unit/Faculty/Directorate** |  | **Assessor** | **Hayley Driver – VP Day Trips** | |
| **Line Manager/Supervisor** |  | **Signed off** |  | |

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| **Title** | **SWEMS Risk Assessment -** Freshers Walk with Teaching and Medical Scenarios | | **Lead committee member(s)** | Jess Wright, Edmund McNulty | |
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| **Groups of People at Risk** | | **Venue/Locations** | **Date of expedition** | | **Approx. participants** |
| All participants, organisers, public | | New Forest | 5/10/2024 – 10am | 5/10/2024 – 4pm | 40 |

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| *Risk Assessment - Day Walk* | | | | | | | | | | |
| (1) Risk identification | | | (2) Risk assessment | | | | (3) Risk management | | | |
| Hazard | Potential Consequences | Who might be harmed | Inherent | | |  | 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 | Control measures (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 |  |
| **Slips, trips and falls** | Physical injury  Likely to be areas of uneven ground | Walk organisers and attendees | **3** | **4** | **1**  **2** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) [report](https://www.susu.org/groups/admin/howto/protectionaccident) |

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| **Environment & Weather** | Injury   * Sunstroke/ sunburn/dehydration * Hypothermia * Injury due to flooding | Walk organisers and attendees | **3** | **4** | **1**  **2** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) [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** | **1**  **0** | * 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), will be verbally explained to participants * 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** | **1**  **0** | * 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](https://www.susu.org/groups/admin/howto/protectionaccident) [report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Food and**  **water poisoning** | Potential for  food poisoning or allergic reaction. | Walk  organisers and attendees | **2** | **4** | **8** | * Participants bring own packed lunch 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. | **1** | **4** | **4** | * Seek medical   attention if required   * Contact emergency services if needed |

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|  |  |  |  |  |  | * 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. |  |  |  | * All incidents are to be reported on the as soon as possible and should [Complete a SUSU incident](https://www.susu.org/groups/admin/howto/protectionaccident) [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. | **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](https://www.susu.org/groups/admin/howto/protectionaccident) [report](https://www.susu.org/groups/admin/howto/protectionaccident) |

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|  |  |  |  |  |  | * Members are responsible for their individual safety though and are expected to act sensibly in the case of any transport problems. |  |  |  |  |
| **Navigatio n problems** | Groups or individuals may get lost/separated 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. * Regular head counts to check numbers. * Organisers should ensure group doesn’t become to dispersed and ensure regular stops for people to catch up. | **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](https://www.susu.org/groups/admin/howto/protectionaccident) [report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Other hazards** | Wild animals Unsafe structures/min es/rock faces | Walk organisers and attendees | **1** | **4** | **4** | * Participants to be advised to avoid approaching wild animals (e.g. new forest ponies) 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](https://www.susu.org/groups/admin/howto/protectionaccident) [report](https://www.susu.org/groups/admin/howto/protectionaccident) |
| **Medical**  **emergenc ies** | Members may  sustain injury  /become unwell   * pre-existin g medical conditions * sickness * distress | Walk  organisers and attendees | **3** | **5** | **1**  **5** | * 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 | 1  5 | * Incidents are to be   reported on the as soon as possible ensuring the duty manager/health and safety officer have been informed.   * Follow [SUSU](https://www.susu.org/groups/admin/howto/protectionaccident) [incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |

**Assessment Guidance**

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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. |

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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 |