

Risk Assessment

Risk Assessment for the activity of	Art Society, Southampton Art Gallery Trip, Late November		Date	26/11/2024
Group name	Art Society	Assessor	Maddison Bell	
Supervisor	President: Emma Brown Trips Officer: Kye Molind	Signed off	SUSU Activities Team	

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)
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Slips, Trips, Falls	Accident and/or Injury	Students, Members of the public	1	3	3	<ul style="list-style-type: none"> 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. Students will also be encouraged to wear appropriate footwear when travelling by foot. 	1	3	3	<ul style="list-style-type: none"> Should injury occur, Committee to contact appropriate emergency services Organisers to bring a first aid kit for minor injuries Committee to report to SUSU Duty Manager as soon as possible
Individuals getting lost while on the trip.	Missing the bus there or back	User	2	2	4	<ul style="list-style-type: none"> Everyone has been informed to stay in groups of three or more. Everyone has been informed of the bus number and location of stop being used 	1	2	2	<ul style="list-style-type: none"> 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 Instagram. The committee will keep everyone together and periodically conduct group counts

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Travelling around location	Large groups forming	Students, Members of the public	3	2	6	<ul style="list-style-type: none"> split students into smaller groups to avoid large groups forming 	3	1	3	<ul style="list-style-type: none"> Organisers to familiarise self with location and destinations in advance. Itinerary provided if possible

Traffic- accident or collision	Death or major injury	Students, Members of the Public	1	5	5	<ul style="list-style-type: none"> Where possible students should avoid driving own vehicles. Travel by indicated bus/walk if living nearby 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 Work on foot planned to avoid fast roads wherever possible. 	1	3	3	<ul style="list-style-type: none"> Gather all evidence and complete the incident form https://www.susu.org/contact.html Ensure all participants have insurance and access to details
Adverse Weather	cold, minor illnesses as a result of weather	Students	2	3	6	<ul style="list-style-type: none"> Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, 	1	3	3	<ul style="list-style-type: none"> Should weather be deemed 'adverse' this tour will be cancelled
Risk of Violent Crime, harassment and/or abuse	Accident and or injury	Students, Members of the public	2	4	8	<ul style="list-style-type: none"> Students will be encouraged to stay in groups at all time. 	1	4	4	<ul style="list-style-type: none"> Should a student witness or be a victim to such crime they are able to contact the appropriate

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						<ul style="list-style-type: none"> Stay away from large gatherings or demonstrations Advise participants to use common sense when getting into vehicles, or accepting invitations and to get out of the vehicle if they feel at risk Participants all advised to give up their valuables in the event of a confrontation to prioritise own safety 				emergency service and report to the committee. <ul style="list-style-type: none"> Gather all evidence and complete the incident form - https://www.susu.org/contact.html

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Loss of valuables	Lost items	Students	2	2	4	<ul style="list-style-type: none"> All attendees will be warned prior to the trip to keep valuables secure and hidden Stay away from large gatherings or demonstrations 	1	2	2	<ul style="list-style-type: none"> Report theft to appropriate authorities and inform committee members

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Students becoming lost	Distressed students	Students	2	2	4	<ul style="list-style-type: none"> Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp, Discord, etc Encourage all participants to swap numbers before trip 	2	1	2	<ul style="list-style-type: none"> Students will be encouraged to stay in groups at all time. Organisers to share trip itinerary were applicable

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Inappropriate behaviour – from others or students	Distressed students, members of the public	Students, Members of the public	2	3	6	<ul style="list-style-type: none"> Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services Alcohol: members to follow SUSU expect respect guidance, binge drinking to be discouraged, participants encouraged to buddy up and be sensible/use common sense when drinking e.g. do not leave drinks unattended, do not drink to excess, use licenced premises 	1	3	3	<ul style="list-style-type: none"> Ensure participants are aware that they are responsible for own behaviour (e.g. if arrested), share SUSU expect respect policy in advance of trip Report all incidents following SUSU incident reporting guidelines Contact emergency services Ensure participants have appropriate insurance and access to mobile phone

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Medical Emergency	Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or as a result of a poor response to a previous medical situation.	Student participants	3	5	15	<ul style="list-style-type: none"> advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention 	2	5	10	<ul style="list-style-type: none"> Contact emergency services and inform committee members of medical emergency

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
3	Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information)	Relevant committee members, H&S officer to ensure completion	1 week before trip		

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4	Trip itinerary and details shared with all participants	Relevant committee member, Trips officer to ensure completion	1 week before trip		
5	Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines	Relevant committee member, Trips officer to ensure completion	1 week before trip		
6	Organisers to check and pack a first aid kit	Relevant committee member, H&S/Welfare officer to ensure completion	1 week before trip		
7	Organisers check Weather conditions	Relevant committee member, Trips officer to ensure completion	Day of trip		
8	Transport- check buses are running to destination	Relevant committee member, Trips officer to ensure completion	Day of trip		
Responsible committee member signature: Maddison Bell				Responsible committee member signature:	
Print name: Maddison Bell				Print name: Kyle Molindo	
Date: 26/11/2024				Date: 26/11/24	

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	

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				

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.

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