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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **University of Southampton Astronomy Society Trip/Tour**(9-10th November Watercress Lodges Campsite) | **Date** | 18/10/2024 |
| **Group name** | **SUSU Astronomy Society** | **Assessor** | *Charlotte Eades* |
| **Supervisor** | *Charlotte Eades* | **Signed off** | **SUSU Activities Team** |

If you have any further questions regarding the risk assessment please contact Charlotte Eades (cae1g22@soton.ac.uk)

We will be going to the Watercress Lodges Campsite near Winchester for 1 night. The campsite is accessible by bus from Winchester. This will be on the 9-10th November 2024 (weather permitting, we will need clear skies). If this date is not clear then we will go around February 2025 (risk assessment will be adjusted). We will then go to a nearby observation site to go observing. There will be approximately 20 people attending.

| ***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, Falls at the campsite and observing area | Accident and/or Injury | * Students
* Members of the public
 | **3** | **2** | **6** | * Using torches while walking around the campsite and being aware of ropes and pegs while walking
* Reminder to wear appropriate footwear to avoid slipping in potentially muddy conditions
* Students will be encouraged to take care when crossing busy streets and when negotiating paths.
 | **2** | **1** | **2** | * 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
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| Individuals getting lost while on the trip.  | Missing the transport there and back | User.  | **2** | **3** | **6** | * Everyone will be informed of meeting points and itinerary, and kept updated throughout the trip
* Committee members will spread throughout the group to ensure all members are together, and regular headcounts will be done
* Companies such as Uber shall be used, as well as reliable public transport links
 | **1** | **2** | **2** | * 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 WhatsApp group and chat.
* The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. bus travel, campsite check-in and check-out).
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| Transport: Cancellation/Diversions | Students not reaching intended destination | * Students
 | **3** | **1** | **4** | * Committee to review train and bus times and any potential cancellations/diversions prior to the trip
 | **2** | **1** | **2** | * During the trip, the committee to regularly review train and bus times during the trip to check for any possible cancellations and diversions.
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| Traffic- accident or collision | Death or major injury | * Students
* Members of the Public
 | **1** | **5** | **5** | * Where possible students should avoid driving own vehicles. Travel by public transport such as trains and bus
* Buses without seatbelts are avoided if possible and never used on high speed roads
* Verbal warning of risk
* Encourage students to use pedestrian crossings wherever possible
* Avoid walking along busy roads, stick to footpaths and bridleways wherever possible
 | **1** | **3** | **3** | * Contact local emergency services if an accident does occur
* Gather all evidence and complete the incident form - If the Duty Manager is not present the incident report must be filled out immediately, it can be found on the SUSU website here.- https://www.susu.org/contact.html
* Ensure all participants have access to details
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| Adverse Weather | Cold, minor illnesses as a result of weather | * Students
 | **3** | **3** | **9** | * Advise students and helpers to take appropriate clothing and equipment i.e. warm clothes, strong shoes, good sleeping bags etc
 | **2** | **2** | **4** | * Should weather be deemed ‘adverse’ this trip will be cancelled
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| Loss of valuables | Lost items | * Students
 | **2** | **2** | **4** | * All attendees will be warned prior to the trip to keep valuables secure and hidden
* Advise participants to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone
 | **1** | **2** | **2** | * Ensure appropriate storage facilities are available at the site
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| Students becoming lost | Distressed students | * Students
 | **3** | **3** | **9** | * Should student become lost, students will be encouraged to message the committee through designed WhatsApp chat.
* Encourage all participants to swap numbers before trip
 | **1** | **2** | **2** | * Students will be encouraged to stay in a group with the committee at all times.
* Organisers to share trip itinerary where applicable
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| Inappropriate behaviour – from others or students  | Distressed students, members of the public | * Students
* Members of the public
 | **1** | **3** | **3** | * Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services
* Alcohol: no alcohol will be permitted in this trip
 | **1** | **2** | **2** | * 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 access to mobile phone
* No alcohol will be permitted on this trip
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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** | * advise participants; to bring their personal medication, what numbers to ring in an emergency, and that the priority is to first seek medical attention (not to call home first!)
* Advice participants to bring enough medication for trip duration and include ingredients list, packaging
* Organisers to familiarise self and brief participants on local medical facilities
 | **2** | **5** | **10** | * Contact emergency services
* Information from the members about any medical conditions will be stored according to GDPR guidelines
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| Moving heavy equipment to observing area | Physical injury, strain to back/shoulders | Members carrying the equipment | **3** | **3** | **9** | * Equipment officer coordinates who carry the equipment
* Split the weight between multiple members, use a vehicle to transport where possible
* Rotate which members carry the equipment
 | **2** | **3** | **6** | * Utilise the storage bags which allow easier transport without straining the body
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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 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including emergency services information) | Emre Artar | 04/11/2024 |  |  |
| 4 | Trip itinerary and details of campsite/transport shared with all participants | Charlotte Eades | 04/11/2024 |  |  |
| 5 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Charlotte Eades | 04/11/2024 |  |  |
| 6 | Organisers to ensure there is a first aid kit available | Emre Artar | 04/11/2024 |  |  |
| 7 | Organisers check the weather prior to departure | Myles Mason | 08/11/2024 |  |  |
| 8 | Transport- where student drivers to be used ensure vehicle safety checks are carried out | Charlotte Eades | 04/11/2024 |  |  |
| Responsible committee member signature:  | Responsible committee member signature:  |
| Print name: CHARLOTTE EADES | Date: 18/10/2024 | Print name: SEYON JIJI | Date: 18/10/2024 |
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**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** |

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 |

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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.  |