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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Astronomy Society Greenwich Observatory and Science Museum trip** | **Date** | **22/02/25** |
| **Unit/Faculty/Directorate/Club or Society**  | University of Southampton Astronomy Society | **Assessor** | **Charlotte Eades** |
| **Line Manager/Supervisor/President**  | *Charlotte Eades* | **Signed off** |  ***(Requires sign off by an Activities Coordinator)***  |

| ***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** |
| Road traffic accident/ Walking between places/taking public transport  | Vehicles collision -causing serious injury  | Event organisers, event attendees, Members of the public  | **4** | **3** | **12** | * People also briefed about the journeys and public transport recommendations before the event starts. Event organisers to make it clear that travel to and from locations is attendees’ **own responsibility**.
* Society members with cars will be encouraged to offer lifts to those unable to take public transport
 | **2** | **2** | **4** | Any 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)
 |
| Participants getting lost or leaving without any one being aware  | During the trip participants may decide they want to leave, or they may get lost on the way  | Event organisers, event attendees,  | **3** | **3** | **9** | * If a person leaves without warning all efforts will be done to locate them. Stress however that attendees are responsible for their individual safety.
* Supervision, the event will be run by the society committee They will not drink to excess during the event
 | **2** | **2** | **4** | * Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)
* Call emergency services as required
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| Adverse Weather  | * Injury
* Illness
* Slipping
 | Event organisers, event attendees,  | **4** | **3** | **12** | * Lead organiser to check the weather are suitable for activities on the day
* Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites
 | **4** | **1** | **4** | * If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date
 |
| Allergies when people are eating their lunch. | Allergic reactions to food and drink when out | Event organisers, event attendees,  | **3** | **5** | **15** | * Attendees responsible for own welfare I such instances- follow guidelines of venues
* First aid requested from venue staff as required
 | **1** | **5** | **5** | * Call Emergency Services/alert venue staff
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| Slips/Trips/Falls | Accident and/or injury | Students and members of the public | **3** | **2** | **6** | * 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
 | **1** | **2** | **2** | * Should injury occur, Committee to contact appropriate emergency services
* Committee to report to SUSU Duty Manager as soon as possible
 |
| Fire Safety | Participants getting lost in the confusion, or getting injured | Students and members of the public | **1** | **5** | **5** | * All members will be told where the fire exits are
 | **1** | **3** | **3** | * Committee will familiarise themselves with the fire procedures in the different locations we visit
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| Overcrowding | Participants may become lost, or could get injured | Students and members of the public | **2** | **3** | **6** | * Stay away from large gatherings or demonstrations
 | **1** | **3** | **3** | * Make sure to remind people to stick together and not wander off
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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
* Stay away from large gatherings or demonstrations
 | **1** | **2** | **2** | * Make sure committee are monitoring the surroundings
 |
| 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 | **2** | **5** | **10** | * Advise participants; to bring their personal medication, what numbers to ring in an emergency
* Advise participants to bring enough medication for the day
 | **1** | **5** | **5** | * Make sure to keep emergency services contacts in committee phones
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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** |
|  | Organizers to ensure they have shared and read Expect respect policy with members | Charlotte Eades | 20/02/2025 |  |  |
|  | Organizers to confirm each premise is licensed | Charlotte Eades | 20/02/2025 |  |  |
|  | All major incidents will be logged with SUSU the next day.  | Charlotte Eades | 20/02/2025 |  |  |
|  | Weather check prior to event start  | Charlotte Eades | 20/02/2025 |  |  |
|  | WIDE training completed by committee  | Charlotte Eades | 20/02/2025 |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature:  | Responsible manager’s signature:  |
| Print name: Lewis Cobb | Date:10/02/25 | Print name: Charlotte Eades | Date: 10/02/25 |

**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 |