| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | Southampton University Swimming Club Tour  Albufeira, Portugal 01/04/2025 - 04/04/2025 | | **Date** | 02/03/2025 |
| **Are you a sports club or society?** | **Sports Club** | **Assessor** | Samuel Wiles | |
| **President/Captain Name/2nd Committee Member** | *Emma Evans* | **Signed off** |  | |
| **Risk Assessment Information** | *From 01/04/2025 to 04/04/2025, 39 members of the University of Southampton Swimming Club are going to Albufeira, Portugal. We will be staying in Hotel Paraíso, R. do Município, 8200-161 Albufeira, Portugal.* | | | |

| ***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 | Accident and/or Injury | Students,  Members of the public | **1** | **3** | **3** | Reduced group sizes 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** | Should an injury occur, our committee members are 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 in the case of an accident. |
| Individuals getting lost while on the trip. | Distressed students.  Missing the flight there or back. | Students. | **2** | **3** | **6** | Everyone has been informed to stay in groups of three or more.  All participants have been advised to exchange numbers before the trip.  Advice on mobile data plans has been given, as well as meeting points and general travel itinerary.  Groups will be staying on guided tours or tours of popular attractions which are well policed.  Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links.  Should a student become lost, they have been told to message committee member’s via designated chats on Whatsapp, Facebook, etc. | **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 Facebook group and chat.  Committee members know they have a responsibility to keep everyone together and periodically conduct group counts at important sections of the trip (i.e. coach travel, airport, hostel check-in and check-out).  Organisers to share trip itinerary were applicable. |
| Transport: Cancellation/ Diversions | Students not reaching their intended destination. | Students | **3** | **1** | **4** | Committee to review Flight times and any potential cancellations/diversions prior to the trip. | **3** | **1** | **4** | During the trip, committee members will regularly review flight times to check for any possible cancellations and diversions.  Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |
| Travelling around location | Large groups forming | Students  Members of the public | **3** | **2** | **6** | Split students into smaller groups to avoid large groups forming. | **3** | **1** | **4** | Organisers to familiarise themselves with location and destinations in advance. Itinerary provided were possible.  Individuals have been told to use websites like trip advisor, google maps. |
| Traffic- accident or collision | Death or major injury | Students  Members of the Public | **1** | **5** | **5** | Where possible, students should avoid driving their own vehicles in the county.  Travel by public transport, hire a coach/bus with a reputable company.  Buses without seatbelts are avoided if possible and never used on high speed roads.  Student drivers- The driver will need to become familiar with local driving regulations. It is important to verify that the driver is actually licensed to drive a vehicle in the country to be visited, e.g. does the country to be visited recognize a British driving license or is an International driving license needed.  Verbal warning of risk has been carried out.  Encourage students to use pedestrian crossings wherever possible.  Encourage students to travel in appropriate group sizes to ensure no large groups are formed.  Travelling by foot planned to avoid fast roads wherever possible. | **1** | **3** | **3** | Contact local emergency services and ensure laws on driving in the country are researched prior to travelling there.  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 insurance and access to details. |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather. | Students | **2** | **3** | **6** | Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream. | **1** | **3** | **3** | Should weather be deemed ‘adverse’ this tour will be cancelled.  Tour attendees will be advised on the predicted weather conditions prior to going and will be recommended what will be essential to bring as a result. |
| Risk of Violent Crime, harassment and/or abuse | Accident and or injury | Students  Members of the public | **2** | **5** | **10** | Students will be encouraged to stay in groups at all times.  Trip organisers to familiarise themselves with the country’s emergency phone numbers.  Advise participants to research local laws and customs before entering a new country (FCO website as primary resource), to ensure they don’t cause offence for cultural differences.  Stay clear of large gatherings or demonstrations.  Organisers to have a record of and to share details of the consular office for the nationality of each participant.  Advise participants to use common sense when getting into vehicles, or accepting invitations to, and to get out of the vehicle if they feel at risk.  Participants are all advised to give up their valuables in the event of a confrontation to prioritise their own safety. | **1** | **5** | **5** | Should a student witness or be a victim to such crime they are able to contact the appropriate emergency service and report to the committee. In turn, this is to be reported to the Duty Manager.  Report incidents to local emergency services immediately.  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> |
| Loss of valuables | Lost items | Students | **2** | **2** | **4** | All attendees will be warned prior to the trip to keep valuables secure and hidden.  Participants advised to have access to personal emergency money, for food/water/travel in the event of robbery, e.g. via telephone.  Stay away from large gatherings or demonstrations  Participants advised to bring a photocopy of their passport. | **1** | **2** | **2** | Organisers to have a record of and to share details of the consular office for the nationality of each participant.  If a passport is lost, make an official report and contact the nearest embassy or consulate.  Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details. |
| Inappropriate behaviour – from others or students | Distressed students or members of the public | Students  Members of the public | **2** | **3** | **6** | Should inappropriate behaviour occur, students can contact both SUSU and/or appropriate emergency services.  Participants to research local laws and customs before entering a new country (FCO website as primary resource), so they don’t cause offence for cultural differences**.**  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. For example, do not leave drinks unattended, do not drink to excess, use licenced premises | **1** | **3** | **3** | 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 in country  Ensure participants have appropriate insurance and access to mobile phone. |
| Incidents restricting travel and health- Natural Disasters, pandemics, political incidents | Distress, serious injury, fatality, inability to return home | Students  Public  Wider student community etc | **2** | **5** | **10** | Stay away from large gatherings or demonstrations.  Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access.  Organisers to encourage participants to research the political situation of the country they are entering, using the FCO website, will not book trips to FCO most dangerous countries.  Will research specific regions within the country, considering FCO advice and the make-up of student group (e.g. nationalise, religious restrictions etc).  Each participant to have at hand details of local consular office and list of local emergency phone numbers.  Participants to have a copy of passport and insurance documents.  Regular checks with travel company prior to departure. | **1** | **5** | **5** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details.  Contact in country emergency services and consular office. |
| 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, a note of what numbers to ring in an emergency, and that the priority is to first seek medical attention in the country (not to call home first!)  Advise participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required).  Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guidelines.  Organisers to familiarise self and brief participants on local medical facilities. | **2** | **5** | **10** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details.  Contact in country emergency services and consular office.  Encourage participants to Check legal restrictions on import /export controls on medications. |
| Drowning- tours/trips by the sea, lakes etc, activities involving water | Serious injury/fatality | Student participants | **2** | **5** | **10** | Participants to obey local laws and follow local advice on tides etc.  Ideally swimming should be avoided when no lifeguard provision is available.  Follow FCO guidance on country safety. on tidal patterns.  Common sense advised; participants are to undertake activities at own risk and encouraged to think about their own ability, e.g. swimming competency and training (water sports).  Life jackets/PPI to be worn as instructed.  Swimming at night to be avoided. | **1** | **5** | **5** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details.  Contact the country’s emergency services and consular office in the case of an emergency.  Ongoing dynamic risk assessment taking into account location and weather. |
| Falling from a height, during activities involving climbing. | Serious injury/fatality | Student participants | **2** | **5** | **10** | Participants to obey local laws and follow local advice from Instructors.  All Participants receive and take on board safety briefing prior to starting the activity. All rules presented in the briefing are to be followed at all times. Anyone found not to will be removed from the activity.  Participants should wear a harness at all times and ensure they are properly secured to safety fixtures when appropriate at the guidance of centre Instructors.  Students should not participate in the activity if under the influence of any Drugs or alcohol. | **1** | **5** | **5** | Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details  Contact in country emergency services and consular office  Ongoing dynamic risk assessment taking into account location and weather |

| ***PART B – Action Plan*** | | | | | | | |
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| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Organisers to ensure appropriate travel insurance has been secured by/for each participant | Samuel Wiles | 25/03 | | 18/03 |  | |
| 2 | Participant briefing on health & safety before trip e.g. meeting, online, emails | Hannah Bergman | 15/02 | | 08/02 | A briefing of all information participants needed to know as given in person on 01/02/2025 and the slides were shared online the next day. | |
| 3 | Trip itinerary and details of hotels/flights shared with all participants | Hannah Bergman | 25/03 | | 03/03 |  | |
| 4 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Samuel Wiles | 03/03 | |  |  | |
| 5 | Organisers to check and pack a first aid kit | Hannah Bergman | 01/04 | | 25/03 |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: SAMUEL WILES Date: 02/03/2025 | | | |  | Print name: EMMA EVANS Date: | | 03/03/2025 |

**Assessment Guidance**

| Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| --- | --- | --- | --- |
| Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| Admin controls | Examples: training, supervision, signage |  |
| 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** | | | | |



| 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 |

| 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. |