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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **(Christian Union) Trip** (Oct 25th-27th, Isle of Wight)A weekend away on the Isle of Wight filled with inspiring seminars designed to help us grow in our faith and build long lasting friendships with each other. Participants will have the opportunity to get involved in group games as well as have time for prayer and solitude.  | **Date** | 30/09/2024 |
| **Group name** | **SUSU (Christian Union)** | **Assessor** | *Joseph Deans*  |
| **Supervisor** | **(Nassia Vogelzang)** | **Signed off** | **SUSU Activities Team** |

**PLEASE ADD THE FOLLOWING INFORMATION:**

* **Where are you going?**

 **Isle of Wight**

* **Where are you staying?**

**Urban Saints, Westbrook, Oakhill Road, Ryde, Isle of Wight, PO33 1PU**

**Urban Saints Centre, Westbrook, Oakhill Road, Ryde, Isle of Wight,**

* **How many people are going on the trip?**

**Approximately 100**

| ***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** | * 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.
* During group games, teams split into smaller groups to minmise crowding
* Verbal warning of risks
 | **1** | **3** | **3** | * 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
 |
| Campfire | Burns  | Students Urban Saints staff | **3** | **3** | **9** | * **Trained staff will start and put out fire.**
* **Students encouraged to keep 1 m from fire**
* **Buckets of water nearby in case fire gets out of control**
 |  |  |  | * Contact Urban Saints staff if fire gets out of control.
* Follow fire safety protocol at Urban Saints
* Contact emergency services in the event of someone getting burned.
 |
| Individuals getting lost while on the trip.  | Missing the ferry there or back.  | User.  | **2** | **3** | **6** | * Most activities will happen in Urban Saints and students will be asked to stay within grounds most of the time.
* If people choose to leave the Urban Saints centre they must go as a group, with the ability to contact a committee member and go with a CU member who is familiar with the local area. Everyone has been informed to stay in groups of three or more.
* Only licensed taxi companies such as a pre-organised coach and Uber shall be used.
 | **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.
* The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. coach travel, ferry, after afternoon outing on the 26th, hotel check-in and check-out).
 |
| Transport: Cancellation/Diversions | Students not reaching intended destination | * Students
 | **3** | **1** | **4** | * Committee to review ferry times and any potential cancellations/diversions prior to the trip
 | **3** | **1** | **4** | * During the trip, the committee to regularly review ferry and coach times during the trip 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 self with location and destinations in advance. Itinerary provided were possible. E.g. use websites like trip advisor, google maps
 |
| Traffic- accident or collision | Death or major injury | * Students
* Members of the Public
 | **1** | **4** | **4** | * A pre-organised coach with a reliable company is used to transport students.
* All students encouraged to wear seatbelts.
* Reduced number of student drivers only to what is necessary. The driver will need to be familiar with local routes.
* 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
* Walk on foot planned to avoid fast roads wherever possible.
 | **1** | **3** | **3** | * 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
 |
| 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
 |
| 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.
* 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
 | **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 to be reported to the duty manager
* Report incidents to local emergency services
* 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
* When going to the beach to avoid taking and leaving valuables unaccompanied.
* Advise participants 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
 | **1** | **2** | **2** | * Create a lost and found collection which will attempt to find and return lost valuables to people.
 |
| Students becoming lost | Distressed students | * Students
 | **2** | **2** | **4** | * Should student become lost, students will be encouraged to message the committee through the SUCU Whatsapp group
* Encourage all participants to swap numbers before trip
 | **2** | **1** | **2** | * Students will be encouraged to stay in groups at all time.
* Organisers to share trip itinerary were applicable
 |
| Inappropriate behaviour – from others or students  | Distressed students, 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
* Alcohol: students informed there is to be no alcohol on site
 | **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
* Ensure participants have appropriate insurance and access to mobile phone
 |
| Incident- Experience of terrorism | Distress, serious injury, fatality | StudentsPublicOakhill residents and staff | **2** | **5** | **10** | * Each participant to have at hand details list emergency phone numbers
* In case of an incident follow [**Run, Hide, Tell guidance.**](https://www.met.police.uk/SysSiteAssets/media/downloads/central/advice/terrorism/run-hide-tell-information-leaflet.pdf) follow the advice of in-country energy service
* Stay away from large gatherings or demonstrations
* Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access
 | **1** | **5** | **5** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details
 |
| Incidents restricting travel and health- Natural Disasters, pandemics, political incidents  | Distress, serious injury, fatality, inability to return home | StudentsPublicWider 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
* Regular checks with travel company prior to departure
 | **1** | **5** | **5** | * Ensure each participant is able to contact emergency services as well as organisers of the trip.
 |
| 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 in country (not to call home first!)
* Advice participants to bring enough medication for trip duration and include ingredients list, packaging
* Next of kin and medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guideline**s**
* Organisers to familiarise self and brief participants on local medical facilities
* First aid kit to be brought
 | **2** | **4** | **8** | * Contact emergency services
* Contact appointed first aider
 |
| 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
* Advice common sense- Participants undertake activities at own risk- encouraged to think about 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 emergency services
* Ongoing dynamic risk assessment taking into account location and weather
 |
| Food Allergies, food poisoning | * Illness, death
 | * Students
 | **1** | **3** | **3** | * Food allergies to be collected by Alice Hebditch beforehand and caterers informed.
* All caterers at Urban Saints are professional and have food hygiene certificates.
 | **1** | **2** | **2** | * Contact first aider
* Contact emergency services if serious allergic reaction
 |
| Sensitive topics covered by external speakers relating to religion | * Offense taken by students
 | * Students
 | **1** | **3** | **3** | * External speaker briefed to be considerate of people from all different backgrounds during talks.
* Speaker well-established and respected Christian Organisations
 | **1** | **2** | **2** | * All students aware they are able to approach committee members if concerned.
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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** |
| 2 | Organisers to ensure appropriate travel insurance has been secured by/for each participant  | (Reuben Paine) | (08.10.2024) | (28.10.2024) |  |
| 3 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) | Sam Northway | 08.10.2024) | 28.10.2024) |  |
| 4 | Trip itinerary and details of hotels/flights shared with all participants | Nassia Vogelzang | 08.10.2024) | 28.10.2024) |  |
| 5 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Alice Hebditch | 08.10.2024) | 28.10.2024) |  |
| 6 | Organisers to check and pack a first aid kit | Nassia Vogelzang | 08.10.2024) | 28.10.2024) |  |
| 7 | Organisers Severe Weather and Natural Disaster Check prior to departure  | Reuben Paine | Reuben Paine08.10.2024) | 28.10.2024) |  |
| 8 | Transport- where student drivers and hire vehicles to be used ensure company vehicle safety checks area carried out, and research laws on licencing Book appropriate travel insurance/cover | Reuben Paine | 08.10.2024) | 28.10.2024) |  |
| Responsible committee member signature: Nassia VogelzangAt least 2 committee members need to sign Part B | Responsible committee member signature: Joseph Deans At least 2 committee members need to sign Part B |
| Print name: NASSIA VOGELZANG | Date: 30.09.2024 | Print name: JOSEPH DEANS | Date: 30.09.2024 |

**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.  |