|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **SUHPS Aquarium Visit**  (7th December Bournemouth Aquarium) | | **Date** | **14/11/2024** |
| **Group name** | **SUSU SUHPS** | **Assessor** | **Joshua Crossley** | |
| **Supervisor** | **Matthew Hulbert** | **Signed off** | **SUSU Activities Team** | |

* **Where are you going? Bournemouth Aquarium**
* **How many people are going on the trip? 10-15 People**

| ***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** | | |  | **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** | * 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** | * 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. | Getting separated from group | User. | **2** | **2** | **4** | * Everyone has been informed to stay in groups of three or more. * Advice on meeting points and general travel itinerary. * 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. | **1** | **1** | **1** | * The committee will keep everyone together and periodically conduct group counts at important sections of the trip |
| Traffic- accident or collision | Death or major injury | * Students * Members of the Public | **1** | **5** | **5** | * 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** | * 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 time. * 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 * 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** |  |
| 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: 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** | * 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 |
| 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 * Advice participants to bring enough medication for trip duration and include ingredients list, packaging * Medical details have been collected in case they are needed for medical reasons- stored securely following GDPR Guideline**s** | **2** | **5** | **10** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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 included in form | Joshua Crossley | 28th Nov | |  |  | |
| 2 | Trip itinerary shared with all participants | Joshua Crossley | 28th Nov | |  |  | |
| 3 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | Joshua Crossley | 28th Nov | |  |  | |
| 4 | Organisers Severe Weather and Natural Disaster Check prior to departure | Joshua Crossley | 6th Dec | |  |  | |
| Responsible committee member signature: | | | | | Responsible committee member signature: | | |
| Print name: Joshua Crossley | | | | Date: 11/11/24 | Print name: Matthew Hulbert | | Date: 14/11/24 |

**Assessment Guidance**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 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 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.

|  |  |
| --- | --- |
| 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. |