|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | Mind Society Charity  Event Risk Assessment: Santa Walk to Winchester. 30th November from Costa Coffee on Highfield Campus to Winchester Christmas Market | | **Date** | 04/11/2024 |
| **Are you a sports club or society?** | Society | **Assessor** | Emma Buffery | |
| **President/Captain Name/2nd Committee Member** | Amy Smallman (event secretary) | **Signed off** | ***SUSU USE ONLY*** | |
| **Risk Assessment Information**  (What is this risk assessment for? Please rovmary of the activity or event, including all relevant information) | The risk assessment is for Mind Soc’s annual Santa Walk to Winchester. Each year we walk 20 km from Costa Coffee on Highfield Campus to Winchester Christmas Market. It involves a group of volunteers (members and committee) listening to Christmas music during a walk for a good cause. It is usually a huge success and ends at the amazing Christmas market. It will take place on the 30th November, starting at 11am to ensure we are there before dark. The weather is forecasted to be a fairly dry but windy day with temperatures reaching 11 degrees Celsius. The route will be the same as last year. | | | |

| ***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** |
| **General Considerations** | | | | | | | | | | |
| **Slips, trips and falls** | Soft tissue injury e.g., sprain, bruising. Potential broken ankle or other breaks i.e. wrists etc. Links directly to weather and ground surfaces. | All participants and organisers/staff and spectators | 2 | 2 | 4 | The walkers will be able to walk at their own pace and not rushed to reduce likelihood of injury.  Participants reminded before the event the route and to wear appropriate footwear. | 1 | 3 | 3 | If the injury is serious and participant in a lot of pain or discomfort, seek medical attention immediately.  Call 999 in an emergency.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Fire- in case of outdoor fire (unlikely)** | Smoke inhalation, burns and more severe. Risk of extreme harm. | All participants and organisers/staff and spectators | 1 | 5 | 5 | Those leading the session must ensure they are aware of and fully understand the route.  Those leading must make sure that all exit routes are clearly highlighted and report any issues immediately to the venue.  Highlight to all the Volunteers/Event Staff of the route of the nearest exit routes at the start of a session, and the importance of assisting others to leave calmly in case of an emergency. | 1 | 4 | 4 | Ensure all participants leave the area calmly and safely.  Once in a safe position to do so, call the emergency services on 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Overcrowding** | Physical injury | Event organisers and attendees | 1 | 3 | 3 | Do not push/shove  The walkers will be able to walk at their own pace and not rushed to create a calm environment.  Once we get to Winchester Christmas Market, we will follow the securities instructions to ensure we are safe. | 1 | 3 | 3 | Seek medical attention if problem arises.  Speak to staff at the Winchester Christmas Market if required. |
| **Accessibility**. | Participants may be prevented from attending the activity due to a lack of considerations of accessibility needs and requirements. | Participants, committee | 1 | 5 | 5 | We will post the route/plan beforehand to make sure that participants are aware beforehand.  We will also ask those with pre-existing medical conditions (e.g., asthma) bring their necessary medicine if they wish to take part. | 1 | 5 | 5 | In case of an emergency, call the emergency services on 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| **Reputational Risk:**  For the club or society, as well as to SUSU and the University | Incidents during club or society activity could pose a reputational risk to the club, Southampton University Students’ Union or Southampton University itself.  This could be controversial posts, conduct during a game, conduct during social, or anything else that brings the clubs/societies, SUSU or the University’s name intro disrepute. | The club, SUSU or the University’s reputation | 2 | 1 | 2 | Ensuring all parts of this risk assessment are adhered to.  Ensuring that any incidents involving public or others are recorded and addressed.  Ensuring all members are reminded that they are representing the club/society, SUSU and the University in (usually) branded clothing. | 1 | 1 | 1 |  |
| **Financial Risk:**  For the club or society, or potentially even SUSU if the club/soc finds itself in difficulty. | Club or society activity costing more than planned, weakening their financial position.  Incidents with members of the public, participants, staff or members causing lawsuits and financial penalties. | The club or society  Members subject to lawsuits  SUSU if required to assist. | 1 | 1 | 1 | Clubs and societies required to complete financial forecasting and budget for the year.  All encouraged to review membership fees yearly to ensure they are able to comfortably cover costs.  SUSU can offer clubs and societies loans – these will need to be agreed and a payment schedule decided upon. Clubs and societies that have to rely on a loan will be subject to development plans to ensure their future is protected. | 1 | 1 | 1 |  |
| **Legal Compliance:**  Club or society activity going against set law.  This includes breaches of the freedom of speech act | Fines imposed upon the student group as well as SUSU.  Jail sentences.  Reputational risk to the student group, SUSU and the wider University | The club or society, committee and members, SUSU or the Wider University. | 1 | 1 | 1 | All clubs and societies should ensure they are following set law at all times. If ever in doubt, they will contact the Activities team prior to the activity taking place.  All who wish to bring in an external speaker must follow due process, [available here](https://sotonac.sharepoint.com/teams/SUSU-groups/SitePages/Inviting-External-Speakers.aspx)  This will be looked over by the University Legal Services team, and may require security being consulted and an extra risk assessment being submitted. | 1 | 1 | 1 |  |
| **Medical Issues:**  Pre-existing and process for any that appear during | Illness, death | Members, committee | 3 | 5 | 15 | All clubs and societies should have a process for if a medical issue occurs.  All should know the location of the nearest first aider. All participants will be made aware of who our first aider is,  Members do not need to disclose medical information to committee (GDPR), but all committee should know how to find a first aider and help quickly.  All participants to be told to being any medication that may be needed (e.g., inhaler) | 1 | 1 | 1 | In an emergency, contact 999.  Any incidents need to be reported as soon as possible ensuring duty manager/health and safety officers have been informed. Follow SUSU incident report policy. |
| Charity Fundraising |  |  |  |  |  |  |  |  |  |  |
| Handling and Storing Money. | Theft, Individuals being mugged. | Members and Participants | 1 | 4 | 4 | All fundraising to be completed via QR code/ link on our social medias to a Just Giving Page which donates directly to Solent Mind | 2 | 3 | 6 | No Cash to be accepted at all. Clubs and Societies are not to use Personal Card machines to take payments. |
| Abuse of Members and Volunteers | Members of the public or students may act violently towards volunteers. Eg: Because they disagree with the cause. | Volunteers and Participants | 1 | 3 | 3 | No Volunteers are ever to be left alone. Always have at least 2 people together.  We will have a change of top for when we reach Winchester in case this happens. | 2 | 3 | 6 | * Report to SUSU Duty manager and [Complete a SUSU incident report](https://www.susu.org/groups/admin/howto/protectionaccident) * Event organisers to call University Security if necessary. * Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus.   Speak to security guards at Winchester Christmas Market |
| Lone working | Stolen goods, injury to individual misuse. | Committee members and attendees | 1 | 3 | 3 | Ensure no one is left alone as a volunteer at a fundraising event- ensure everyone has a pair to check no one gets left.  Make sure everyone has a someone else to leave with, if not then leave with a committee member. | 3 | 1 | 3 | * Event organisers to call University Security or emergency services if necessary. * Emergency contact number for Campus Security: Tel: +44 (0)23 8059 3311 * (Ext: 3311) * Building 32, University Road Highfield Campus. |
| Adverse weather | Injury, Illness, Slipping, Burns | Event organisers, event attendees, | 4 | 3 | 12 | Lead organiser to check the weather is suitable for activities on the day  30th November is the current planned date due to the forecasted weather (11 degrees, small chance of precipitation).  Warn those attending to prepare by wearing appropriate clothing and footwear e.g. via social media posts, email invites  In the case of hot weather organisers to advice participants to bring/wear appropriate level sunscreen, hydrate  If Cancellation is required ensure all relevant parties are contacted.  SUSU – [subookings@soto.ac.uk](mailto:subookings@soto.ac.uk)  Uni – [roombookings@soton.ac.uk](mailto:roombookings@soton.ac.uk)  Or your external contacts.  Committee will discuss rescheduling to the week after (07/12) if needed. | 4 | 1 | 4 | If adverse weather is too extreme to be controlled, the event should ultimately be cancelled or postponed to a different date |
| External Events |  |  |  |  |  |  |  |  |  |  |
| Dehydration | Fainting or Injury | Committee members and attendees | 1 | 3 | 3 | Ensure prior to the day participants are advised to bring water with them for the walk. | 1 | 2 | 2 | Committee to carry extra water bottles |
| Hypothermia | Fatal Injury | Committee members and attendees | 1 | 4 | 4 | If weather conditions are forecast as too cold, committee will discuss re-scheduling the event. | 1 | 3 | 3 | First aid kit and emergency numbers carried by committee. |
| Traffic | Being hit, injury | Committee members and attendees | 2 | 4 | 8 | When route planning attempt to avoid busy or dangerous roads as much as possible, remind participants to be careful and remind them that dangerous behaviour is not tolerated. | 1 | 4 | 4 | Call emergency services and a SUSU incident report will be filled out |
| Travel by car, train, bus, plane when leaving the local area. | Vehicle collision – causing anything from minor to severe injuries, as well as mental health issues. | Members, those driving, members of the public | 4 | 3 | 12 | Members expected to drive or travel in a sensible manor, with those doing otherwise to face disciplinary action (from the club in the first instance).  Before leaving we will make sure everyone has a reliable route home (e.g., lift from a friend, train, Blue Star bus).  We will give everyone a number to call in the case that their plan gets disrupted so they can travel home with committee. | 2 | 2 | 4 | Contact emergency services as required 111/999  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) |
| Members getting lost or separated. Members leaving an event/activity alone or without notifying others. | During the event 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. We will post the route for the walk beforehand so people can know where we are.  We will do regular numbers counts and assign everyone a partner to make sure everyone is accounted for. | 2 | 2 | 4 | Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| Violent or offensive behaviour | Members of the public may act violently towards participants. | Event organisers, event attendees, | 1 | 5 | 5 | Security staff at the Winchester Christmas market will need to be alerted and emergency services called as required. | 1 | 3 | 3 | If the situation becomes very serious and results in the participant being arrested then it will be made clear that they cannot be accompanied to the police station.  Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Call emergency services as required |
| Allergies - food and drink | Allergic reactions to food and drink when out | Event organisers, event attendees, | 3 | 5 | 15 | Attendees responsible for own welfare in such instances- follow guidelines of venues.  First aid requested from bar staff as required.  Snacks will only be purchased from a reliable supplier (Sainsbury’s), with all packaging so participants can check the ingredient’s list.  Three committee members have their Level 2 Food Hygiene Qualification.  Alcohol will not be consumed during the walk. | 1 | 5 | 5 | Call Emergency Services |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***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** | |
|  | First aid kit and Emergency numbers acquired | Committee | 23/11/2024 | | 29/11/2024 |  | |
|  | Make post reminding of appropriate clothing, footwear and behavioural expectations | Committee | 23/11/2024 | | 29/11/2024 |  | |
|  | Check weather forecast 1 week before (23rd November) and 1 day before (29th November) | Committee | 23/11/2024 | | 29/11/2024 |  | |
|  | Purchase spare bottles of water/ snacks | Committee | 23/11/2024 | | 29/11/2024 |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
|  |  |  |  | |  |  | |
| Responsible committee member signature: Emma Buffery | | | | | Responsible committee member signature: Amy Smallman | | |
| Print name: EMMA BUFFERY | | | | Date 04.11.2024 | Print name: AMY SMALLMAN | | Date 04.11.2024 |

**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** | | | | |

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

|  |  |
| --- | --- |
| 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 |