| **Risk Assessment** | | | | |
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| **Risk Assessment for the activity of** | **Bug walk** | | **Date** | **1/10/23** |
| **Unit/Faculty/Directorate** | **SUSU Wildlife Society** | **Assessor** | **Alanis Ballans** | |
| **Name of Committee member completing form** | ***Alanis Ballans*** | **Signed off** |  | |

| ***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 | Injury | Members of Society, Members of the public | **3** | **3** | **9** | 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, especially on uneven ground.  Clear footpaths and trails will be used to navigate forest.  Students will also be encouraged to wear appropriate footwear when travelling by foot. | **1** | **3** | **3** | Seek medical attention from nearby venue if possible.  Contact emergency services if needed  All incidents are to be reported on the as soon as possible Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Getting lost on the trip | Not being able to find the coach (if applicable)  Not being able to leave the area until missing student found | Society members on the trip | **1** | **3** | **3** | Everyone has been informed to stay with the group and keep an eye on one another.  Advice on meeting points (where the coach is) and general travel itinerary given. | **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 Instagram.  The committee will keep everyone together and periodically conduct group counts at important sections of the trip. |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | Students | **2** | **2** | **4** | Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream | **1** | **1** | **1** | Should weather be deemed ‘adverse’ this trip will be cancelled |
| Loss of Valuables | Lost Items | Students | **1** | **1** | **1** | All attendees will be warned prior to the trip to keep valuables secure and hidden |  |  |  |  |
| Animals | Injury | Students | **3** | **3** | **9** | All students advised on the appropriate way to appreciate animals seen, eg: not getting too close, not moving too fast, not using flash on cameras.  Risks explained and students encouraged to keep a distance from animals.  Hand sanitiser available when hand washing services are not to prevent any illness from touching animals. | **1** | **3** | **3** | Seek medical attention from nearby venue if possible.  Contact emergency services if needed  All incidents are to be reported on the as soon as possible Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident)  Students caught ignoring rules will not be allowed on trips in the future. |
| People eating something they shouldn’t | Illness | Students | **1** | **3** | **3** | Stress to students not to eat anything they find, even if they think they know what it is. Remind students this is not a foraging activity! | **1** | **3** | **3** |  |
| Plant Pollen | Allergies/Asthma – difficulty breathing, sneezing, coughing | Students | **1** | **3** | **3** | Advise students to take/bring necessary medication.  Avoid trips in peak pollen season. | **1** | **2** | **2** |  |
| Medical Emergency | Participants may sustain injury due to; pre-existing medical conditions, an incident whilst travelling, or other incident. | Students | **2** | **4** | **8** | Advise participants; to bring their personal medication, what numbers to ring in an emergency,  Advice participants to bring medication for trip  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 | **1** | **3** | **3** | Seek medical attention from nearby venue if possible.  Contact emergency services if needed  All incidents are to be reported on the as soon as possible Follow [SUSU incident report policy](https://www.susu.org/groups/admin/howto/protectionaccident) |
| Contagious illness | Passing on or catching illness | Students and anyone who comes into contact with the group. | **3** | **4** | **12** | Providing hand sanitiser for when hand washing facilities are not available.  Encouraging hand washing when possible.  Social Distancing from others wherever possible, reminding students.  Ask students to provide medical details that may put them at higher risk.  If member becomes unwell with a new continuous cough or high temperature they will be sent home.  Committee Members will maintain regular contact with members during this time.    If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/> | **2** | **2** | **4** | Students advised to not attend if they have symptoms of COVID-19. If they have symptoms they will be asked for a negative LFT.  Anyone not following the rules will be sent home. |
| Insect bite/sting | Allergies, pain, itchiness | Students | **4** | **3** | **12** | Advise students to not touch any insects, or at least not to touch them without knowing what they are and are capable of - even if so, entomology rep should be notified.  Ask students about any known allergies they may have, e.g. bee/wasp stings and advise bringing an epipen in case of an emergency, and for all students advise wearing insect repellent. Advise students on how to treat insect bites. | **2** | **2** | **4** | Treat minor bites and stings as soon as possible from the point of the bite with soap and water to avoid infection. |

| ***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 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines |  |  | |  |  | |
| 2 | Transport-student drivers and minibus used - safety checks area carried out, and license up to date. |  |  | |  |  | |
| 3 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including consular and emergency services information) |  |  | |  |  | |
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| Responsible manager’s signature: Harry Russell | | | | | Responsible manager’s signature: Alanis Ballans | | |
| Print name: Harry Russell | | | | Date:17/05/2024 | Print name: Alanis Ballans | | Date: 17/05/2024 |

**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. |



| 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 |