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| **Risk Assessment** |
| **Risk Assessment for the activity of** | **Trip to Bird World on the 16/02/2025**  | **Date** | **20/01/2025** |
| **Description of activity and day plan** | **Description; members of wildlife society will travel to bird world, Farnham, for the day on Sunday 16th February. Bird world is a wildlife park for various species of birds which has talks, displays and exhibitions for the general public to enjoy.**[**HomePage - Birdworld**](https://www.birdworld.co.uk/)**Booking; Group booking has been made and staff have been made aware that a society trip is taking place in the park****Participants; 16 altogether****Of which number of committee members attending; 3****Location; Birdworld Holt Pound, Farnham, Surrey, GU10 4LD, UK****Journey estimated time; 47 minutes to 1 hour*** **Participants will be updated by whatsapp groupchat**
* **Meeting at 9:30 at Redbrick**
* **Aiming to leave by SUSU minibus and car 9:45-10AM (depending on whether members are running late or not)**
* **Will arrive roughly 10:30-10:45**
* **Will be eating around 1:30**
* **Will leave 2:45-3PM, so will arrive back around 3;45-4 depending on traffic**
* **Will return SUSU mini van around 4:30**
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| **Unit/Faculty/Directorate** | **SUSU Wildlife Society**  | **Assessor** | **Maria Victoria Arias Rodriguez** |
| **Line Manager/Supervisor** | ***Isobel Hayes*** | **Signed off** | ***Maria Victoria Arias Rodriguez*** |

| ***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 | Mild or serious injury to that person(s) | Wildlife society members, members of the public | **3** | **3** | **9** | Make sure group size is small enough so committee can look out for membersWill advise members to take care when coming across hazards on the trip. | **1** | **3** | **4** | Look for medical attention found at the venue (a first aid point is located at the entrance by the gift shop)Bring a member who took part in first aid training by SUSUContact SUSU in case of any serious emergencies. |
| Member getting lost | Not being able to leave until the member is found | Members on the trip | **2** | **3** | **5** | Pick an agreed meeting point on the site that members go to if they are lost (e.g, outside gift shop)Have a group chat on a messaging platform for the trip (e.g, WhatsApp) where members can tell committee they have been separated from the group | **1** | **2** | **3** | Minibus should not leave until everyone is accounted forCommittee members will conduct regular counts during the trip, so everyone is accounted for |
| Animals at site | Potential injury | Members on trip | **3** | **3** | **9** | Members will be advised beforehand on how to act around the animals to avoid this injury; e.g. no flash photography, keep a reasonable distanceHand sanitizer will be provided in case animals are handled | **1** | **2** | **3** | Listen to advice from staff at Bird world beforehandFollow SUSU incident report policy |
| Loss of valuables | Lost items | Members on the trip | **1** | **1** | **1** | All attendees will be advised to keep their valuable items secure and to keep valuables hidden. | **1** | **1** | **1** |  |
| Medical emergency | Participants may require medical attention from an injury or preexisting medical condition | Society members attending | **2** | **4** | **8** | Advise members to bring along personal medication/make a committee member aware of this if they are comfortable with doing soCollect next of kin/medical details should this medical emergency occur |  |  |  | Seek medical attention from nearby first aid pointNearest hospitals to bird world are Farnham Hospital, or Alton Community hospitalFollow SUSU incident report policy |
| The general public | Abuse | Society members attending | **1** | **3** | **3** | Advise members to be polite, respectful and follow any guidelines set by the staff on acting around the animals.Have warned members that we will be attending during a school holiday so the park will be busier than usual. | **1** | **1** | **1** |  |
| Traffic accident or collision | Injury or death | Society members attending | **2** | **5** | **10** | Encourage members to use pedestrian crossingsMembers will be asked to not distract the driver when on roads | **1** | **3** | **3** | Follow SUSU incident report policyContact emergency services if needed |
| Adverse weather conditions | Cold, minor illness because of weather or risk of slipping in icy conditions | Members of society who are attending | **2** | **1** | **2** | Advise members to wear appropriate footwear and clothes, check weather conditions beforehand | **1** | **1** | **1** | Cancel event if weather is too adverse or hazardous |
| Fire Hazard | Burns/injury | Members attending | **1** | **4** | **4** | Keep updated on the fire safety points at the site/the guidelines there | **1** | **2** | **2** | Contacting emergency services nearby. |

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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** |
|  | Participants emergency contact details/next of kin to be taken beforehand, and stored safely along GDPR guidelines | Event Organiser |  |  |  |
|  | Transport – Driver that is approved by SUSU to drive minivan will be used – will ensure licence is up to date | Minibus driver |  |  |  |
|  | Participant briefing on the hazards of the trip in an email/text/meeting to ensure everyone is aware of risks | Event Organiser  |  |  |  |
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| Responsible manager’s signature: Isobel Hayes | Responsible manager’s signature: Maria Victoria Arias Rodriguez |
| Print name: Isobel Hayes | Date: 20/01/2025 | Print name: Maria Victoria Arias Rodriguez | Date 20/01/2025 |

**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** |

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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.  |

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 |