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| **Risk Assessment** | | | | |
| **Risk Assessment for the activity of** | **TRIP – Narrow Boat in UK: Down the River Severn to Worcester** | | **Date** | 31/03/24 |
| **Unit/Faculty/Directorate** | Southampton Universities Guild of Change Ringers | **Assessor** | Philippa Garraway - Master | |
| **Line Manager/Supervisor/President/Other committee member** |  | **Signed off** |  | |

**PLEASE USE THIS SECTION TO UPDATE/AMMEND/ADD ANY INFORMATION REQUIRED. IF YOU HAVE ANY FURTHER QUESTIONS REGARDING YOUR RISK ASSESSMENT PLEASE CONTACT XXXXXXXXXXXXXX FOR FURTHER INFORMATION.**

**PLEASE NOTE AS A COMMITTEE IT IS ESSENTIAL THAT YOU HAVE A RISK ASSESMENT IN PLACE PRIOR TO ANY ACTIVITY OR TRIP**

**PLEASE ADD THE FOLLOWING INFORMATION:**

* **Where are you going?**
* **Where are you staying?**
* **How many people are going on the trip?**
* SUGCR is holding a canal boat trip this Summer from 14/06/24 to 17/06/24
* We will be travelling by car to Stourport – on – Severn, where we pick up the canal boat
* We will be travelling down the Severn to Worcester and back by narrowboat, stopping overnight in Holt, Worcester and then Lincomb (on the way back)
* Up the Birmingham and Worcester canal in Worcester
* We currently have 9 people staying on the boat

| ***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 encouraged to take note of surroundings on the boat – it is narrow, and there may be a number of trip hazards, also low ceiling * Also encouraged to take care when embarking/disembarking the boat – take care on gangplanks * Students encouraged to take care and make use of railings when going up towers * 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. | Missing booked towers or during meals | Students/ people on the canal boat | **2** | **3** | **6** | * Everyone to have organiser’s contact number and group chat set up before trip for easy communication * Everyone to receive a copy of the itinerary, including specific meeting points and timings * Only licensed taxi companies such as Uber shall be used, as well as reliable public transport links | **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 WhatsApp group and chat. * The committee will keep everyone together and periodically conduct group counts at important sections of the trip (i.e. before setting off from stopovers, at towers) |
| Transport: Cancellation/Diversions | Students not reaching intended destination | * Students/ those on boat | **3** | **1** | **4** | * Prior to trip, contact with narrowboat company to ensure plans are going ahead (they should contact the organiser 7 days beforehand) * Check weather updates * No night driving on canal * Back up plan – if river off limits, travel up Staffordshire and Worcestershire canal to Kidderminister * Cancellation and curtailment insurance | **3** | **1** | **4** | * During the trip, the committee to remain in contact with narrow boat company in case of changes to plan * Constant weather monitoring and evaluation of situation |
| Travelling around location | Large groups forming | * Students * Members of the public | **3** | **2** | **6** | * split students into smaller groups to avoid large groups forming * students encouraged to be aware of surroundings | **3** | **1** | **4** | * Organisers to familiarise self with location and destinations in advance. Itinerary provided where possible, also provide google map with key locations pinpointed |
| Traffic- accident or collision (boat and car) | Death or major injury | * Students * Members of the Public | **1** | **5** | **5** | * Seatbelts to be warn all times in cars * Student drivers- The driver will need to be familiar with driving regulations and comfortable with driving passengers. * It is important to verify that the driver has the correct licence and insurance * On the boat, ensure non – confident drivers are supervised by those who are confident * Training from canal boat company provided * Brief everyone on mooring and departure protocol * Ensure there are multiple people keeping watch when manoeuvring the boat * No steering when reversing the boat * Students to be briefed on canal/river safety and driving regulations * No narrowboat driving at night * 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** | * Contact local emergency services * Ensure all are aware of the Canal and River trust emergency number - 0800 47 999 47 * 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 * Ensure the correct insurance is in place |
| Adverse Weather | Sunstroke, heatstroke, cold, minor illnesses as a result of weather | * Students | **1** | **2** | **2** | * Advise students and helpers to take appropriate clothing i.e. waterproofs, hat, sun cream, sunglasses | **1** | **1** | **1** | * 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 | **1** | **4** | **4** | * Students will be encouraged to stay in groups at all time. * All to be aware of emergency contact numbers either 999/111 or 0800 47 999 47 * 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** | **3** | **3** | * 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 * In the event of injury, seek medical attention, or use of First Aid kit carried by committee * 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** | **1** | **2** | * 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 * Advice students to carry a minimum of valuables | **2** | **1** | **2** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details |
| Students becoming lost | Distressed students | * Students | **2** | **1** | **2** | * Should student become lost, students will be encouraged to message the committee through designed chat. Whatsapp * 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 | **1** | **1** | **2** | * 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** | **1** | **2** | * 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 if required * Ensure participants have appropriate insurance and access to mobile phone |
| Incident- Experience of terrorism | Distress, serious injury, fatality | Students  Public  Wider student community etc | **3** | **5** | **15** | * 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 | **2** | **5** | **10** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details * Emergency services contact if required |
| Incidents restricting travel and health- Natural Disasters, pandemics, political incidents | Distress, serious injury, fatality, inability to return home | Students  Public  Wider student community etc | **3** | **5** | **15** | * Stay away from large gatherings or demonstrations * Mobile phone access- ensure chargers are taken and research has been done onto local adapters, network access * Each participant to have at hand details and list of local emergency phone numbers * Regular checks with narrowboat company prior to departure | **2** | **5** | **10** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details * Contact emergency services if required |
| 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 (not to call home first!) * Advice participants to bring enough medication for trip duration and include ingredients list, packaging (to support in country medical team if required) * 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 – nearest A&E is Worcestershire Royal in Worcester | **2** | **5** | **10** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details * Contact emergency services if required |
| Drowning- tours/trips by the sea, lakes etc, activities involving water | Serious injury/fatality | Student participants | **3** | **5** | **15** | * Participants to obey local laws and follow local advice on tides * Ideally swimming should be avoided * Advice common sense- Participants undertake activities at own risk- encouraged to think about own ability e.g. swimming competency and training (water sports) – survey for swimming ability to identify high risk individuals on boat * Life jackets/PPE to be worn as instructed, and made available on the narrowboat * Swimming at night to be avoided | **2** | **5** | **10** | * Ensure each participant has booked appropriate insurance for the duration of the trip and has access to insurance details * Contact emergency services if required * Ongoing dynamic risk assessment taking into account location and weather * If someone goes overboard, Canal and River trust advice is to throw a life ring and call for help – ensure no one jumps in after them |
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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** | |
| 1 | Organisers to ensure appropriate travel insurance has been secured by/for each participant/ to cover trip | PG | |  |  |  | |
| 2 | Participant briefing on health & safety before trip e.g. meeting, online, emails (including emergency services information on and off river) | PG | |  |  |  | |
| 3 | Trip itinerary and details of timings and towers shared with all participants | PG | |  |  |  | |
| 4 | Participants emergency contact details gathered by organisers- stored securely in accordance with GDPR guidelines | PG | |  |  |  | |
| 5 | Organisers to check and pack a first aid kit | PG | |  |  |  | |
| 6 | Organisers Severe Weather and Natural Disaster Check prior to departure | PG | |  |  |  | |
| 7 | 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 | PG - +drivers | |  |  |  | |
| Responsible manager’s signature:  A close up of a signature  Description automatically generated | | | | | Responsible manager’s signature: | | |
| Print name: Philippa Garraway | | | Date: 07/04/24 | | Print name: Hannah Read | | Date: 09/04/2024 |

**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. |